

1997

OCCUPATIONAL OUTLOOK
AND
TRAINING DIRECTORY

***SIERRA, NEVADA, PLACER,
EL DORADO, ALPINE
COUNTIES***

product of:

CALIFORNIA COOPERATIVE OCCUPATIONAL
INFORMATION SYSTEM

sponsored by:

GOLDEN SIERRA JOB TRAINING AGENCY

STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT

CALIFORNIA OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE

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INTRODUCTION

The Labor Market Information and Vocational Training information in this annual publication has been compiled through a cooperative effort between the Golden Sierra Job Training Agency and the Labor Market Information Division of the State of California Employment Development Department as part of the California Cooperative Occupational Information System (CCOIS). Agencies such as California Community Colleges, Council for Private Postsecondary and Vocational Education, California Department of Commerce, Department of Rehabilitation, Department of Social Services, the Employment Training Panel, the State Department of Education, and the State Job Training Coordinating Council have a vital role in the operation of the CCOIS.

Should you have any questions regarding the information in this report, please contact Joanie Roberts, Golden Sierra Job Training Agency, at (530) 265-3201.

Occupational Outlook Summaries

The information included in the Occupational Outlook summaries is based on confidential surveys with employers within the Golden Sierra area (*Alpine, El Dorado, Placer, Nevada, and Sierra Counties*). The methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data.

The occupations summarized in this publication are listed in alphabetical order on the Table of Contents page. If you are a first time user of this publication please read the section in the appendix entitled *Definitions and Terminology*. Those who want a thorough understanding of the data and its strengths and limitations will also want to read the section on *Program Methods*.

The information reported in the Occupational summaries can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with information on employment and training, as well as occupational size and expected growth rate. Program planners can use this data to evaluate, improve and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculums based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers and others that the chances of job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Vocational Training Directory

The Vocational Training Directory is intended to be a “first reference” resource with basic information on all or most of the vocational training programs available within the Golden Sierra area. It should be a valuable asset to career counselors, vocational planners, recruitment personnel, and others. This directory includes information on training programs offered through Community Colleges, Regional Occupational Programs (ROP’s), Adult Education, and Private Schools. Data was collected for this directory in March of 1997.

The validity of this information is based solely on the honesty of the training provider. Individuals who use this information are encouraged to contact the training provider to verify the accuracy of the information.

OCCUPATIONAL SUMMARIES

Bakers

Computer Engineers

Computer Support Specialist

Electrical & Electronic Assemblers

Excavating & Loading Machine Operators

Firefighters

First Line Supervisors

Food Service Managers

Hotel Desk Clerks

Interior Designers

LAN/WAN Network Managers

Medical Assistants

Nursery Workers

Optometric Assistant

Registered Nurse

Secretaries, Legal

Teacher-Elementary

Teacher-Secondary

Traffic, Shipping, and Receiving Clerks

Welders and Cutters

BAKERS-BREAD AND PASTRY

OES CODE 650210

DESCRIPTION

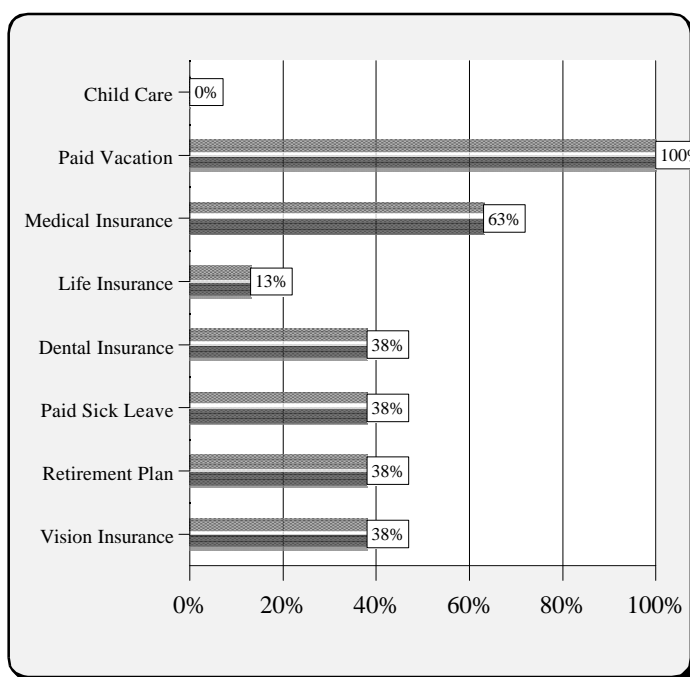
Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

SIZE OF OCCUPATION

Medium - 200 to 400 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



QUALIFICATIONS

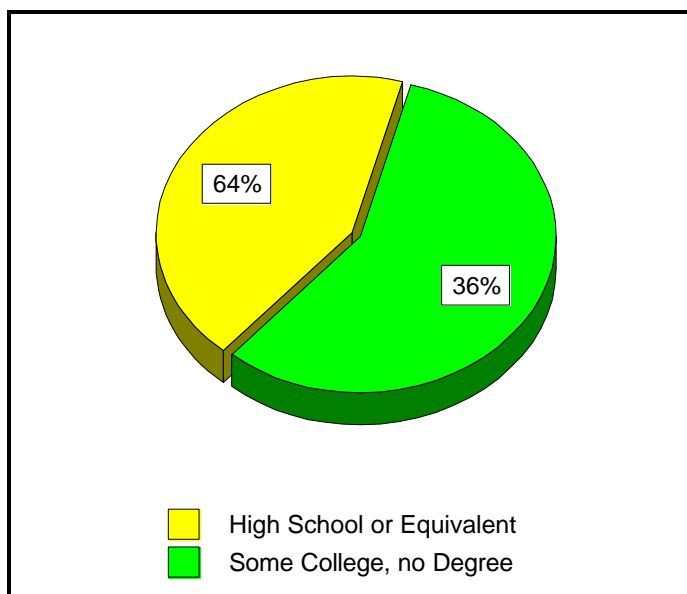
Technical: Mastery of baking equipment. Pastry making skills. Pastry decorating skills.

Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 25 pounds repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Bakers-Bread and Pastry

Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	27%	18%
Usually	9%	27%
Sometimes	27%	45%
Never	36%	9%

WAGES

Non - Union	Low	High	Median
New Hire, No Experience	\$5.00	\$8.00	\$6.00
New Hire, Experienced	\$6.00	\$12.00	\$7.50
Experienced, 3 Yrs w/firm	\$8.00	\$13.50	\$9.75

Union	Low	High	Median
New Hire, No Experience	\$6.29	\$6.62	\$6.36
New Hire, Experienced	\$6.29	\$6.62	\$6.36
Experienced, 3 Yrs w/firm	\$10.00	\$10.45	\$10.06

EMPLOYMENT TRENDS

Faster than average growth rate
(3.8% annually)

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

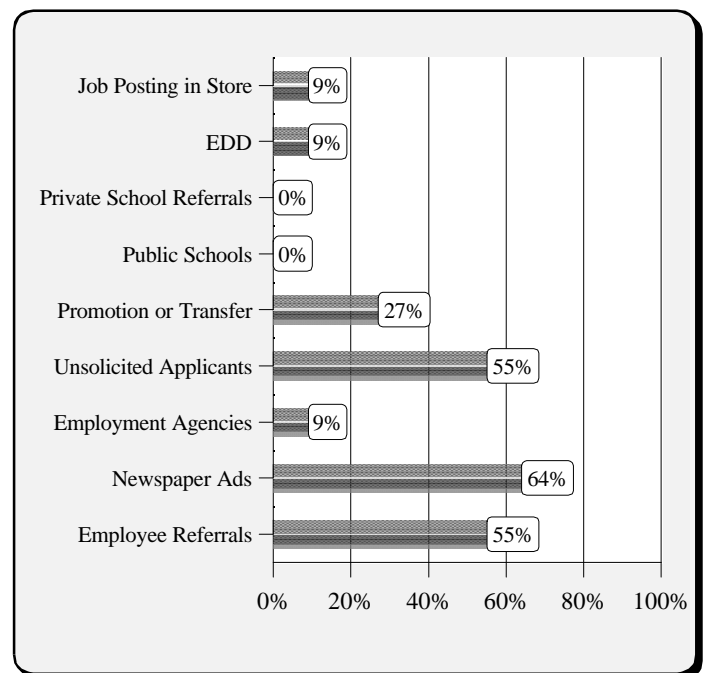
Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a temporary basis averaging 5 hours per week.

All=100%, **Almost all**=80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code #526.381-010.

COMPUTER ENGINEERS

OES CODE 221270

DESCRIPTION

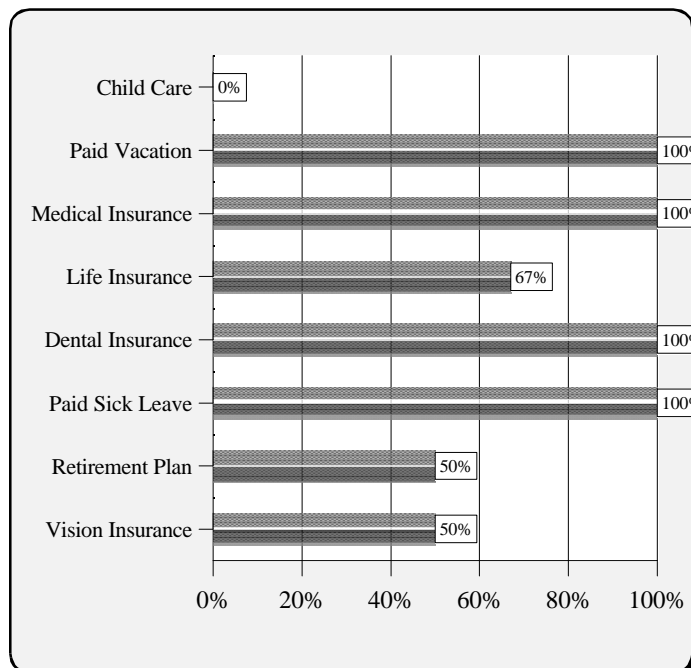
Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems.

SIZE OF OCCUPATION

Large - 401 to 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$6.00	\$18.50	\$10.00
New Hire, Experienced	\$11.00	\$24.00	\$14.86
Experienced, 3 Yrs w/firm	\$12.50	\$27.25	\$17.63

QUALIFICATIONS

Technical: Ability to write documentation of computer procedures. Ability to apply marketing techniques. Ability to write detailed technical instructions. Ability to analyze data to solve problems. Ability to perform advanced mathematical computations. Ability to write effectively. Ability to demonstrate knowledge of specific products. Completion of computer science courses.

Personal: Ability to work as part of a team. Ability to work independently. Ability to interact well with others. Ability to maintain good customer relations. Willingness to work with close supervision. Willingness to work nights, weekends, and holidays. Willingness to travel.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive..

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Computer Engineers

Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	50%	17%
Usually	17%	17%
Sometimes	33%	50%
Never	0%	17%

EMPLOYMENT TRENDS

Much faster than average growth rate
(28.6% annually)

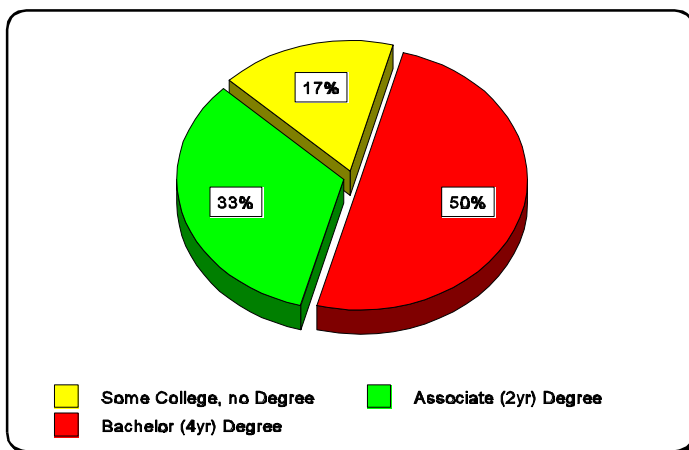
OTHER INFORMATION

Hours: All employers offer work on a full time basis averaging 41 hours per week.

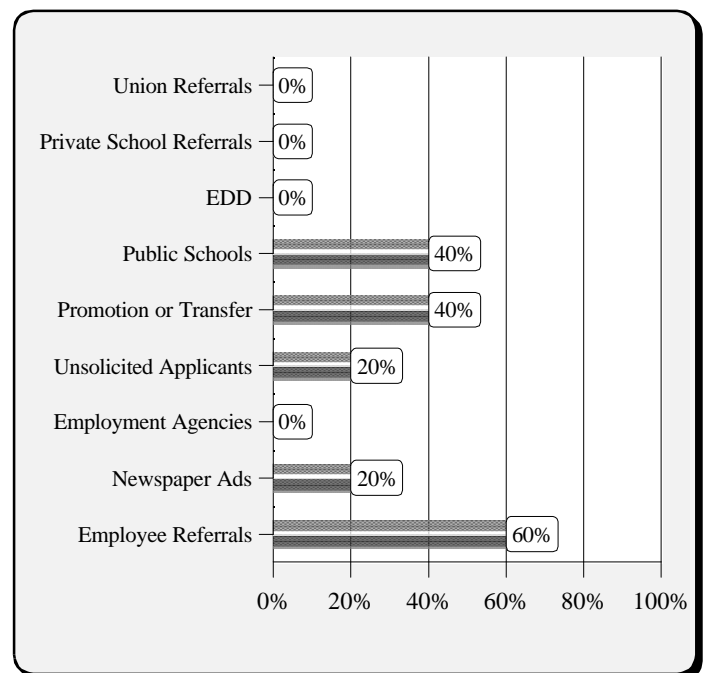
All=100%, **Almost all**=80% to 99%, **Most**=60% to 79% , **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

EDUCATION

Surveyed employers reported the following educational for recent hires:



Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 033.167-010, CA Occupational Guide #488.

COMPUTER SUPPORT SPECIALIST

MODIFIED DOT CODE 031.264-999

DESCRIPTION

Computer Support Specialists install, modify, and make minor repairs to computer hardware and software systems, and peripheral components. They instruct users in the use of equipment, software, and manuals. They provide technical assistance either in person or via telephone concerning systems operations. They diagnose system hardware, software, and operator problems, and recommend or perform minor remedial actions to correct problems.

WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.00	\$12.50	\$7.00
New Hire, Experienced	\$5.25	\$19.00	\$11.00
Experienced, 3 Yrs w/firm	\$8.25	\$23.00	\$15.82

SIZE OF OCCUPATION

Very Large - more than 868 workers

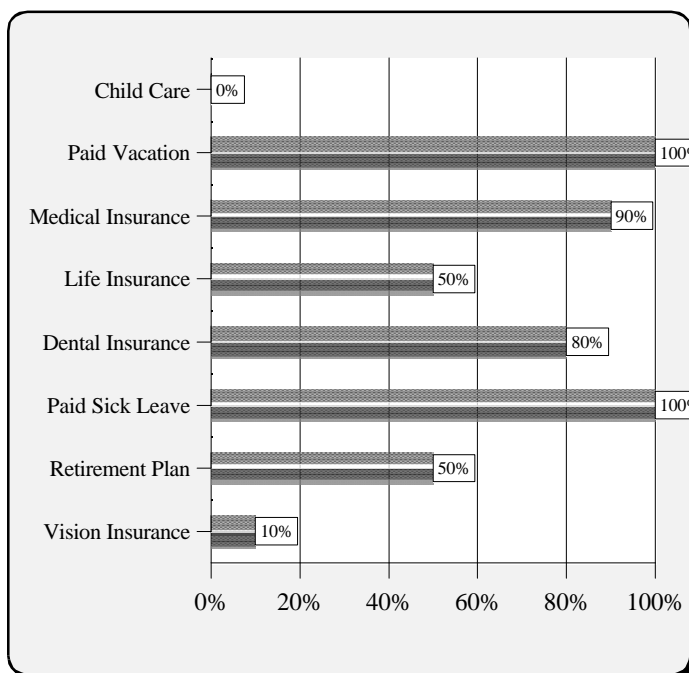
QUALIFICATIONS

Technical: Ability to use operating manuals. Ability to write effectively. Ability to troubleshoot. Ability to utilize good teaching techniques. Knowledge of software applications. Knowledge of microcomputer hardware and operating systems. Understanding of wide area networks (WAN). Understanding of local area networks (LAN).

Personal: Ability to work independently. Ability to work under pressure. Ability to communicate with computer literate staff. Ability to communicate technical information to non-technical staff. Willingness to work with close supervision. Customer service skills.

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Computer Support Specialist

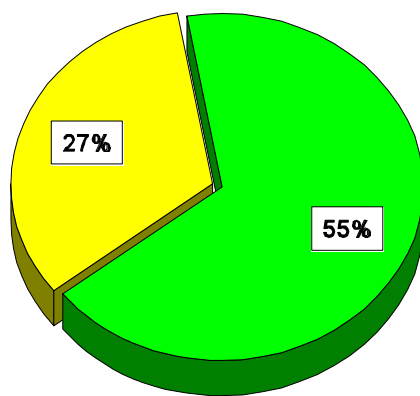
Surveyed Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	55%	9%
Usually	9%	18%
Sometimes	36%	64%
Never	0%	9%

EDUCATION

Surveyed employers reported the following educational for recent hires:



■ High School or Equivalent
■ Some College, no Degree

EMPLOYMENT TRENDS

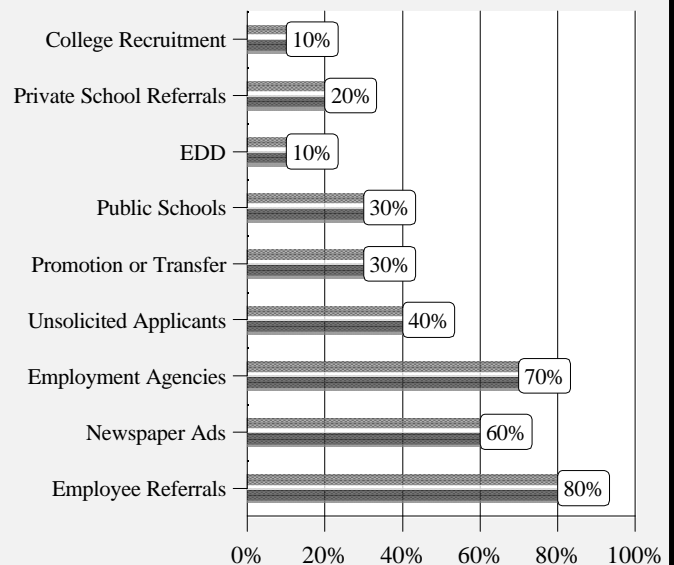
Much faster than average growth rate
(10.3% annually)

OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 41 hours per week. Few employers offer work on a part time basis averaging 16 hours per week.

All=100%, **Almost all**=80% to 99%, **Most**=60% to 79% , **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code #039.264-010.

ELECTRICAL AND ELECTRONIC ASSEMBLERS

OES CODE 939050

DESCRIPTION

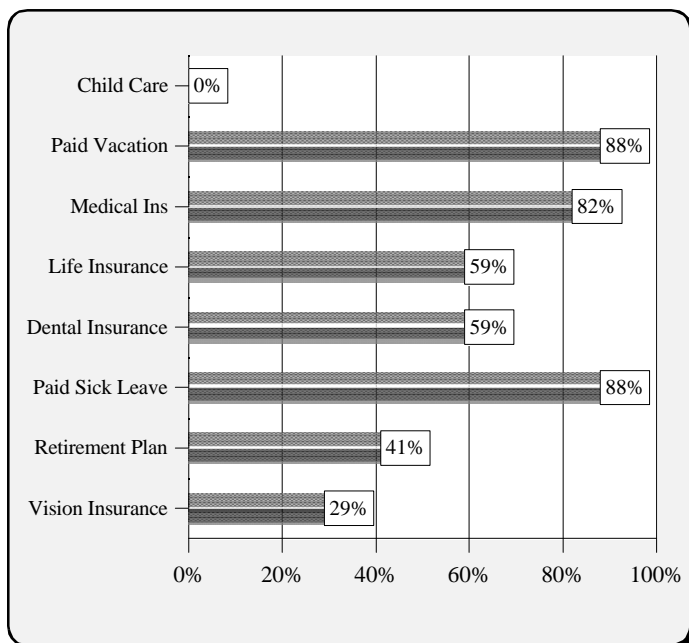
Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

SIZE OF OCCUPATION

Medium - 200 to 400 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.00	\$10.00	\$6.00
New Hire, Experienced	\$6.00	\$14.50	\$7.50
Experienced, 3 Yrs w/firm	\$8.00	\$16.00	\$9.83

QUALIFICATIONS

Technical: Ability to read blueprints. Ability to read schematics. Ability to use hand tools. Knowledge of electronic circuitry. Understanding of electrical circuitry. Understanding of military specifications. Electronic component and product assembly skills. Soldering skills.

Physical: Ability to stand continuously for 2 or more hours. Ability to sit continuously for 2 or more hours. Ability to work rapidly. Possession of good color perception. Manual dexterity. Good eye-hand coordination. Good vision.

Personal: Ability to work independently. Ability to perform routine, repetitive work. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Electrical & Electronic Assemblers

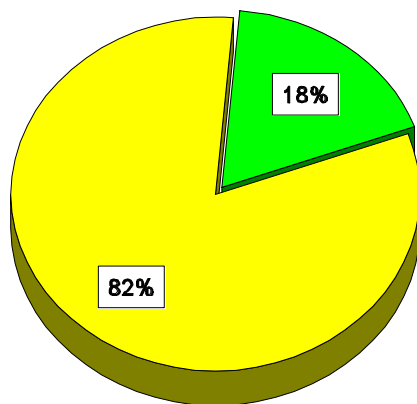
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	24%	12%
Usually	35%	29%
Sometimes	29%	53%
Never	12%	6%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



■ High School or Equivalent
■ Some College, no Degree

EMPLOYMENT TRENDS

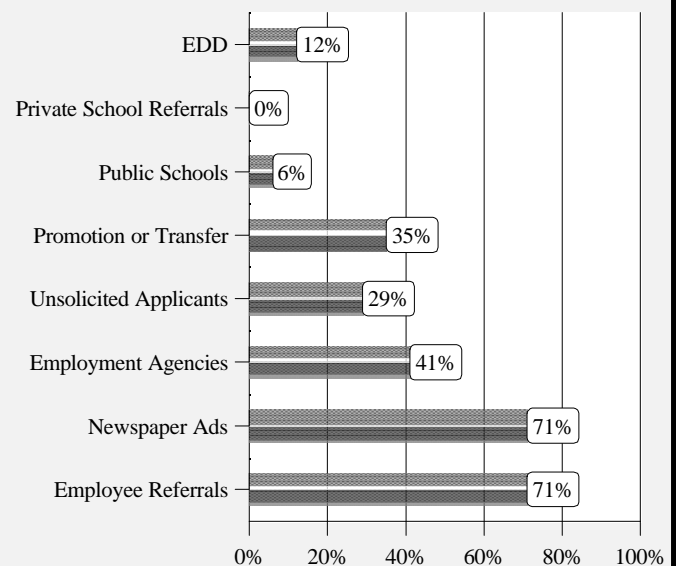
Slower than average growth
(2.5% annually)

OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 22 hours per week. Some employers offer work on a temporary basis averaging 27 hours per week.

All=100%, **Almost all**=80% to 90%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code 726.684-018, CA Occupational Guide #47.

EXCAVATING AND LOADING MACHINE OPERATORS

OES CODE 979230

DESCRIPTION

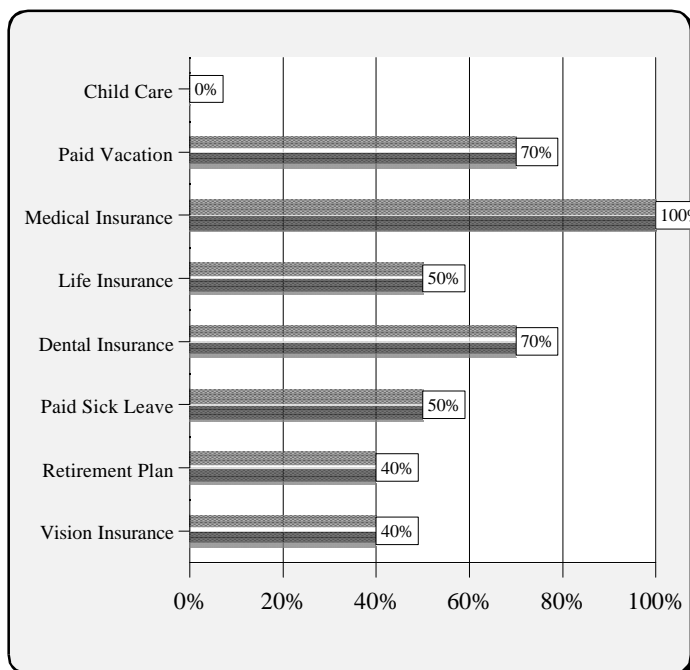
Excavating and Loading Machine operators operate or tend machinery, except dredges or draglines, equipped with scoops, shovels, or buckets to excavate and load loose materials.

SIZE OF OCCUPATION

Small - Less than 200 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



QUALIFICATIONS

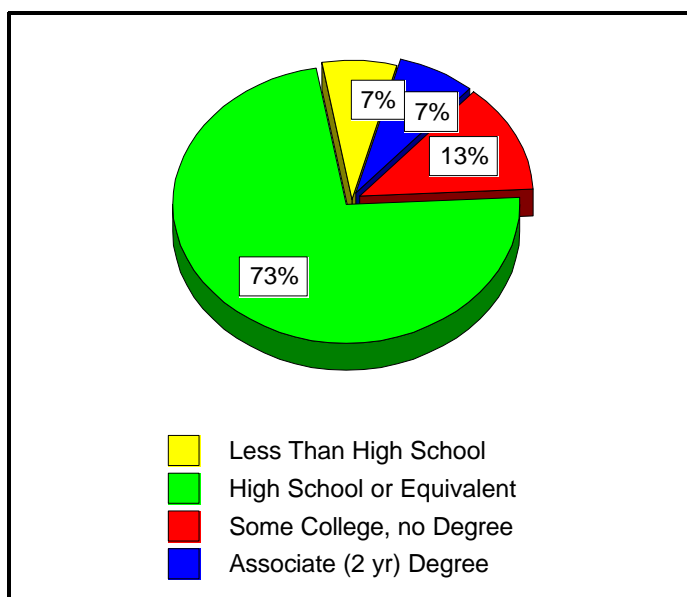
Technical: Ability to maintain equipment.

Physical: Ability to work outdoors in all weather conditions. Ability to tolerate noise, dust, and fumes. Good vision. Good physical condition. Good eye/hand/foot coordination. Good sense of balance.

Personal: Ability to work independently. Possession of mechanical aptitude. Willingness to work with close supervision.

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Excavating & Loading Machine Operators

Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	33%	0%
Usually	33%	20%
Sometimes	33%	67%
Never	0%	13%

WAGES

Non - Union	Low	High	Median
New Hire, No Experience	\$7.00	\$15.00	\$9.50
New Hire, Experienced	\$10.00	\$17.00	\$12.00
Experienced, 3 Yrs w/firm	\$12.00	\$20.00	\$15.00

Union	Low	High	Median
New Hire, No Experience	\$25.83	\$25.83	\$25.83
New Hire, Experienced	\$12.00	\$27.18	\$20.92
Experienced, 3 Yrs w/firm	\$16.00	\$28.62	\$24.57

EMPLOYMENT TRENDS

Slower than average growth rate
(2.4% annually)

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

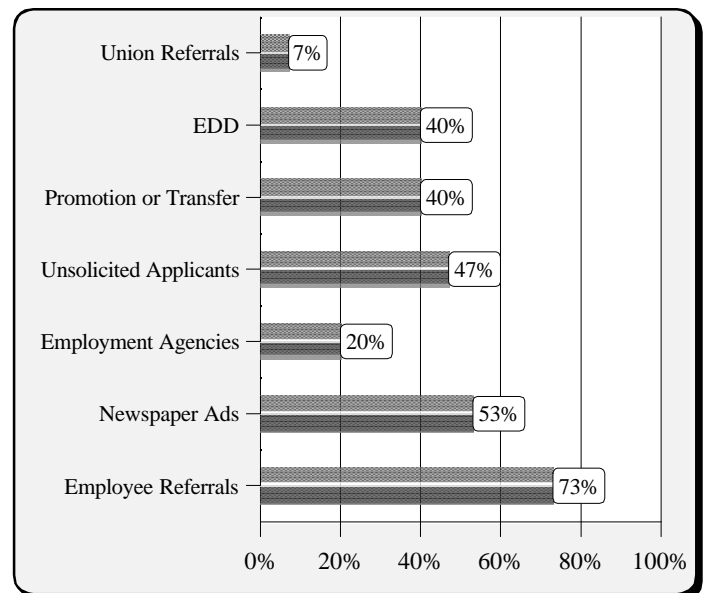
Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 43 hours per week. Few employers offer work on a part time basis averaging 10 hours per week. Few employers offer work on a temporary basis averaging 32 hours per week. Few employers offer work on a seasonal basis averaging 36 hours per week.

All=100%, Almost all =80% to 99%, Most=60% to 79%, Many=40% to 59%, Some=20% to 39%, Few=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 850.684-010, 932.683-014. CA Occupational Guide #147.

FIREFIGHTERS

OES CODE 630080

DESCRIPTION

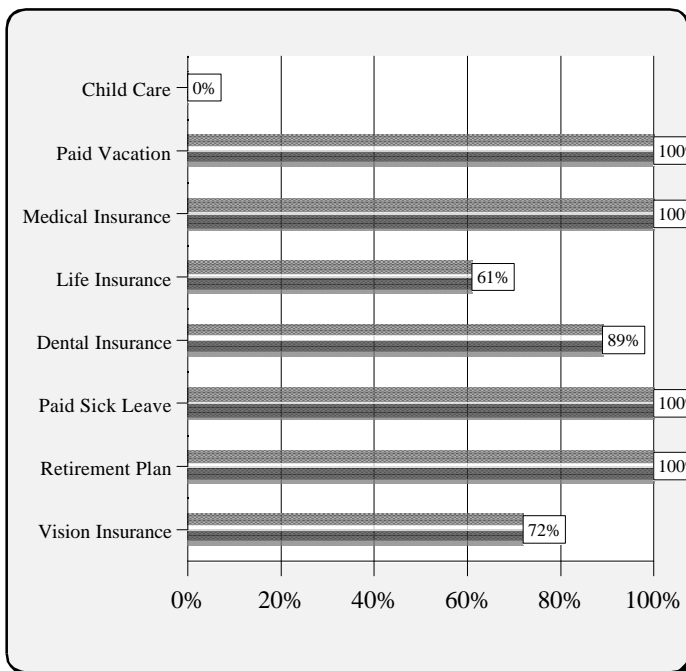
Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

SIZE OF OCCUPATION

Large - 401 to 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



QUALIFICATIONS

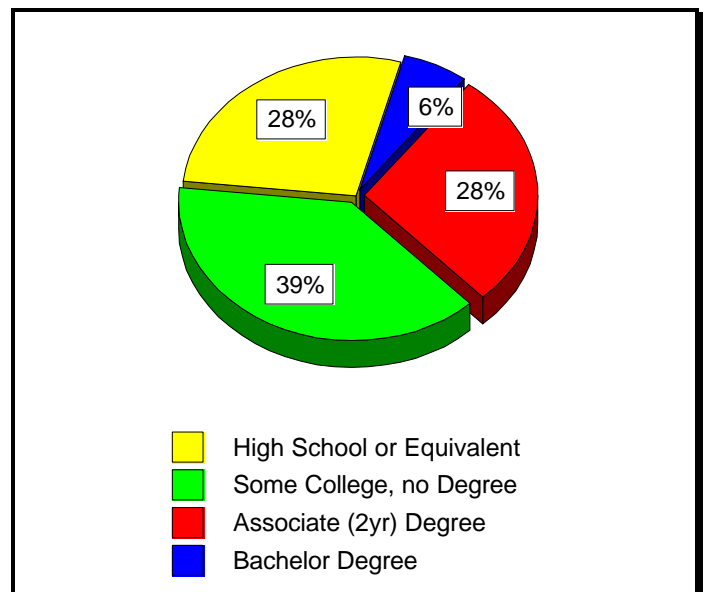
Technical: Ability to apply principles of hazardous and toxic waste disposal. Ability to administer emergency first aid. Ability to take vital signs. Ability to write effectively. Knowledge of medical terminology. Knowledge of local streets. Possession of a valid Class A driver's license. Emergency Medical Technician Certificate.

Physical: Ability to climb to high places. Ability to pass a pre-employment medical examination. Ability to pass a physical performance test. Good vision. Good hearing. Possession of agility and coordination.

Personal: Ability to work independently. Possession of a clean police record. Willingness to work with close supervision. Public contact skills.

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Firefighters

Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	44%	11%
Usually	22%	28%
Sometimes	11%	56%
Never	22%	6%

WAGES

Non - Union	Low	High	Median
New Hire, No Experience	\$5.50	\$13.00	\$10.86
New Hire, Experienced	\$7.75	\$13.50	\$10.53
Experienced, 3 Yrs w/firm	\$9.00	\$16.25	\$12.94

Union	Low	High	Median
New Hire, No Experience	\$5.00	\$11.03	\$7.48
New Hire, Experienced	\$5.27	\$13.19	\$9.78
Experienced, 3 Yrs w/firm	\$8.00	\$15.00	\$12.08

EMPLOYMENT TRENDS

Slower than average growth rate
(2.8% annually)

SUPPLY AND DEMAND

Experienced: Firms report no difficulty in finding experienced applicants. Job market is very competitive.

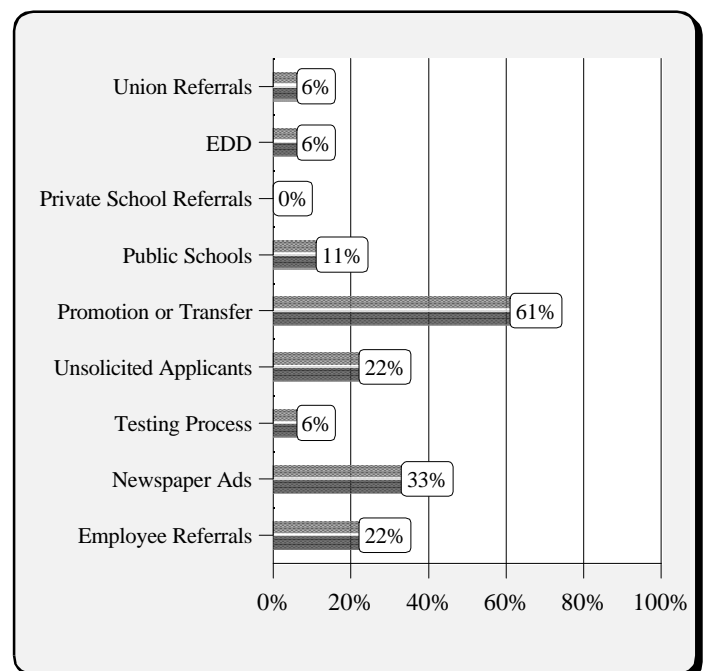
Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 52 hours per week. Few employers offer work on a part time basis averaging 20 hours per week. Some employers offer work on a temporary basis averaging 6 hours per week. Some employers offer work on a seasonal basis averaging 46 hours per week.

All=100%, Almost all =80% to 99%, Most=60% to 79%, Many=40% to 59%, Some=20% to 39%, Few=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code #373.364-010, CA Occupational Guide# 241.

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS

OES CODE 510020

DESCRIPTION

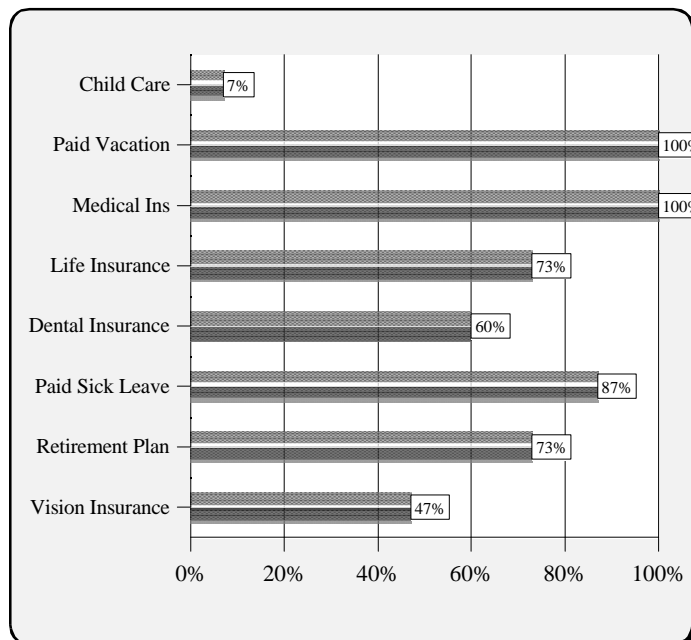
First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

SIZE OF OCCUPATION

Very Large - more than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.25	\$12.00	\$7.75
New Hire, Experienced	\$5.25	\$21.50	\$9.79
Experienced, 3 Yrs w/firm	\$6.00	\$24.75	\$11.33

QUALIFICATIONS

Technical: Ability to manage an activity or department. Ability to plan and organize the work of others. Ability to hire and assign personnel. Ability to use word processing software. Ability to write effectively. Ability to type at least 45 wpm. Office management skills. Report writing skills. Supervisory skills. Record keeping skills. Proofreading skills. Problem solving skills.

Personal: Ability to pay attention to detail. Ability to work independently. Customer service skills. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

First Line Supervisors and Manager/Supervisors-Clerical and Administrative Support Occupations

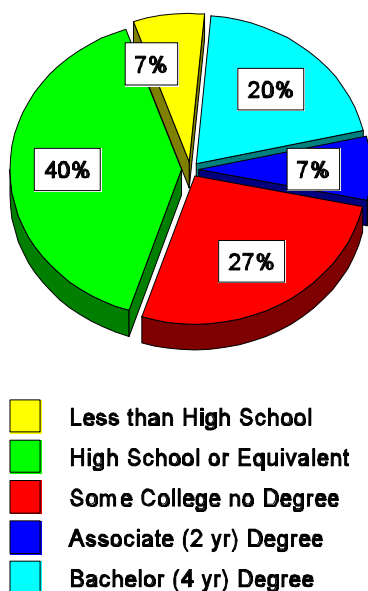
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	40%	0%
Usually	53%	7%
Sometimes	7%	67%
Never	0%	27%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

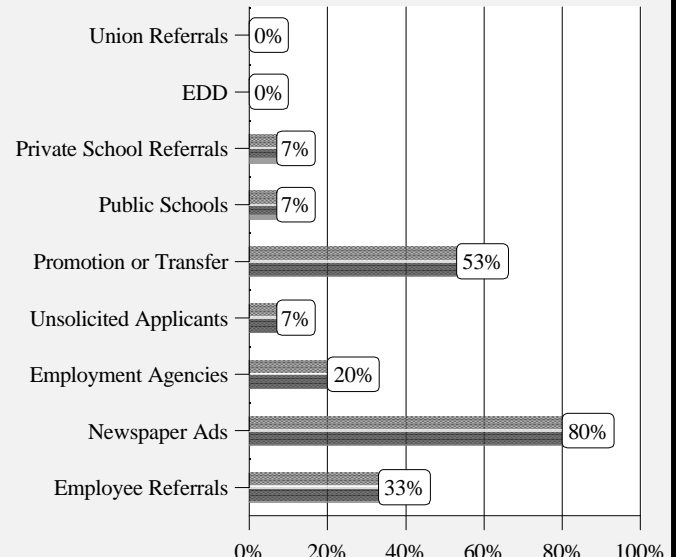
Slower than average growth
(3.0% annually)

OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 17 hours per week. Few employers offer work on a seasonal basis averaging 45 hours per week.

All=100%, Almost all =80% to 99%, Most=60% to 79%, Many=40% to 59%, Some=20% to 39%, Few=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Codes 169.167-010, 169.167-034.

FOOD SERVICE MANAGERS

OES CODE 150261

DESCRIPTION

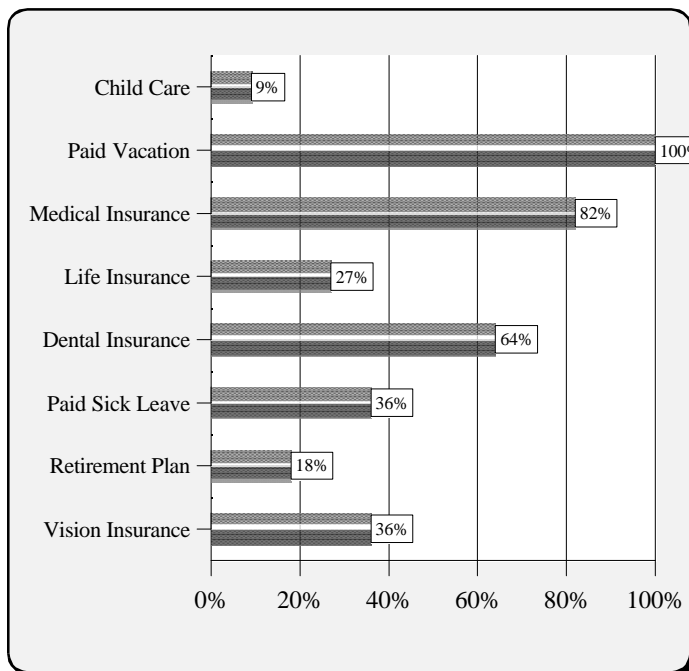
Food Service Managers plan, organize direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors.

SIZE OF OCCUPATION

Large - 401 to 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.00	\$11.50	\$6.44
New Hire, Experienced	\$5.00	\$15.25	\$9.00
Experienced, 3 Yrs w/firm	\$6.00	\$19.25	\$11.00

QUALIFICATIONS

Technical: Ability to maintain financial records. Ability to manage an activity or department. Ability to plan and organize the work of others. Ability to follow purchasing procedures. Ability to hire and assign personnel. Ability to write effectively. Understanding of inventory techniques. Business math skills. Record keeping skills. Food preparation skills. Catering skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Food Service Managers

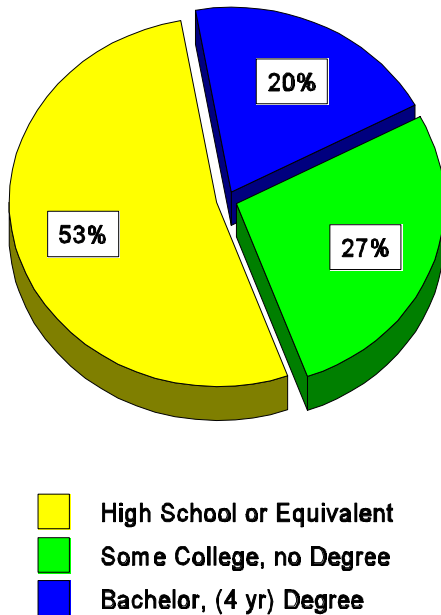
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	40%	0%
Usually	33%	27%
Sometimes	27%	60%
Never	0%	13%

EDUCATION

Surveyed employers reported the following educational for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.5% annually)

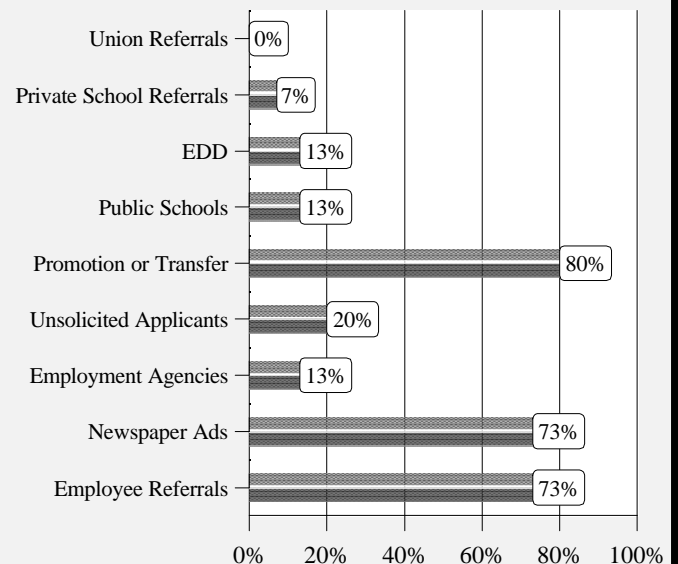
OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 44 hours per week. Some employers offer work on a part time basis averaging 28 hours per week. Few employers offer work on a temporary and seasonal basis averaging 10 and 16 hours per week respectively.

Wages: Some employees receive tips ranging from 58 cents to \$10.00 per hour depending on their length of employment.

All=100%, Almost all =80% to 99%, Most=60% to 79% , Many=40% to 59%, Some=20% to 39%, Few=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other related Information Sources: DOT Code # 319.137-010.
CA Occupational Guide #503.

HOTEL DESK CLERKS

OES CODE 538080

DESCRIPTION

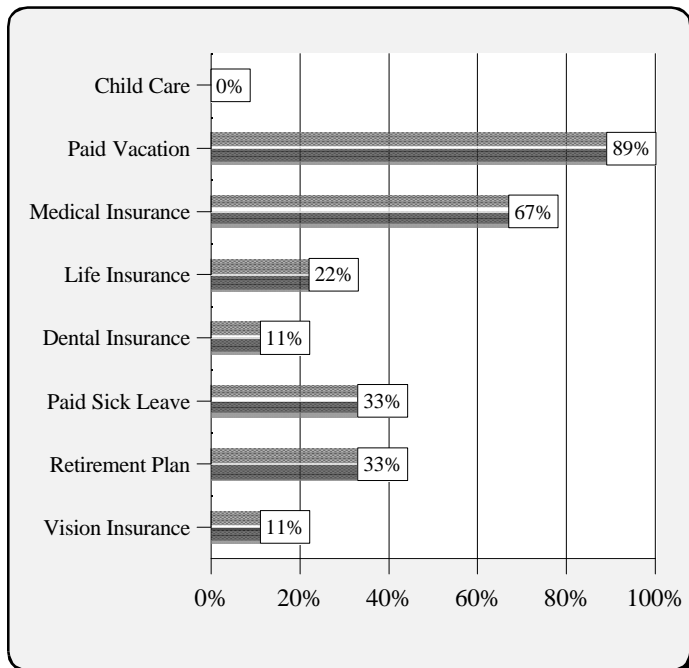
Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts making and confirming reservations, and presenting statements to and collecting payments from departing guests.

SIZE OF OCCUPATION

Medium - 200 to 400 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.25	\$7.50	\$6.00
New Hire, Experienced	\$5.50	\$8.00	\$6.50
Experienced, 3 Yrs w/firm	\$6.50	\$10.00	\$8.50

QUALIFICATIONS

Technical: Ability to follow billing procedures. Ability to write effectively. Record keeping skills. Cash handling skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Good grooming skills. Public contact skills. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Hotel Desk Clerk

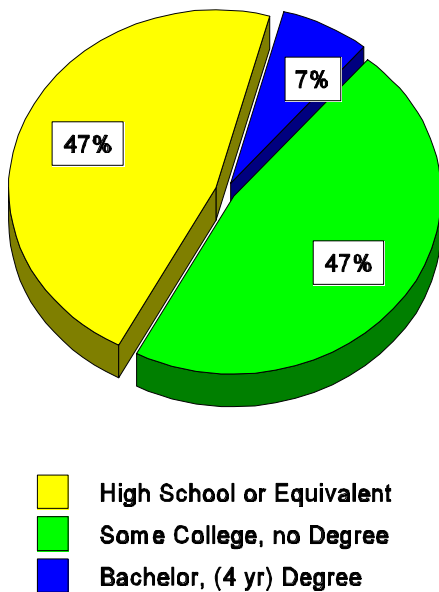
Surveyed Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	0%	7%
Usually	33%	53%
Sometimes	53%	40%
Never	13%	0%

EDUCATION

Surveyed employers reported the following educational for recent hires:



EMPLOYMENT TRENDS

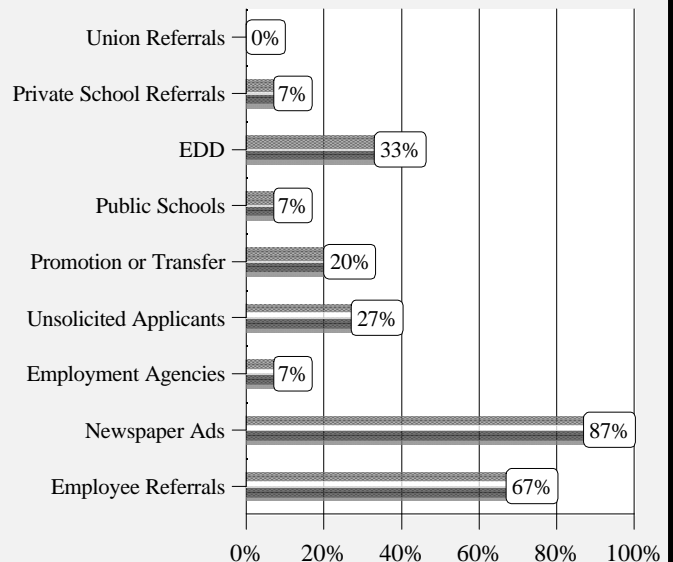
Much faster than average growth rate
(5.6% annually)

OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a temporary basis averaging 11 hours per week. Few employers offer work on a seasonal basis averaging 23 hours per week.

All=100%, **Almost all**=80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other related Information Sources: DOT Code # 238.367-038. CA Occupational Guide #70.

INTERIOR DESIGNERS

OES CODE 340410

DESCRIPTION

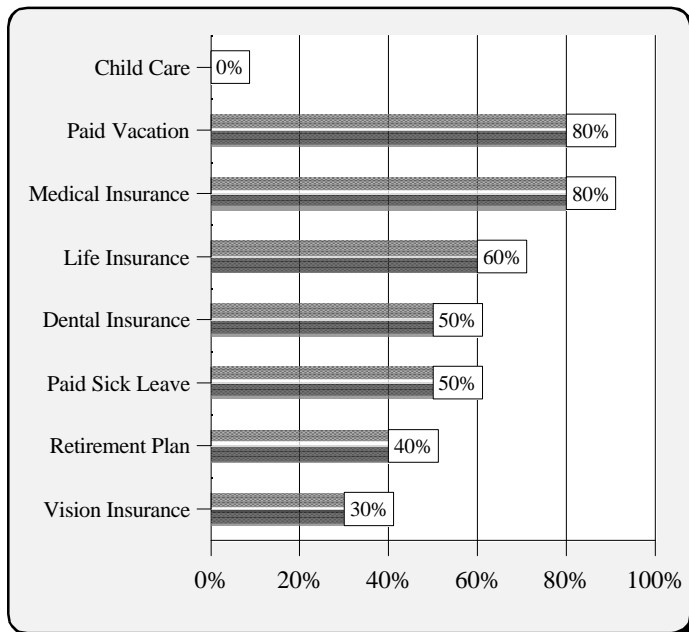
Interior Designers plan, design, and furnish interior environments of residential, commercial or industrial buildings. They formulate design to be practical, aesthetic and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. Interior Designers may specialize in a particular field, style or phase of interior design. Does not include Merchandise Display Designers.

SIZE OF OCCUPATION

Small - less than 200 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$6.00	\$13.25	\$8.00
New Hire, Experienced	\$7.00	\$15.25	\$11.99
Experienced, 3 Yrs w/firm	\$10.00	\$21.50	\$14.41

QUALIFICATIONS

Technical: Ability to read working drawings. Ability to write effectively. Understanding of building codes. Freehand drawing skills. Record keeping skills. Cost estimating skills. Drafting skills. Layout and detail skills. Computer assisted design (CAD) skills. Verbal presentation skills. Artistic skills.

Physical: Possession of good color perception.

Personal: Ability to work independently. Willingness to work with close supervision. Willingness to work nights, weekends, and holidays. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Interior Designers

Surveyed - Summer 1997

TRAINING & EXPERIENCE

EMPLOYMENT TRENDS

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	29%	0%
Usually	57%	14%
Sometimes	14%	71%
Never	0%	14%

Stable growth rate
(0.0% annually)

OTHER INFORMATION

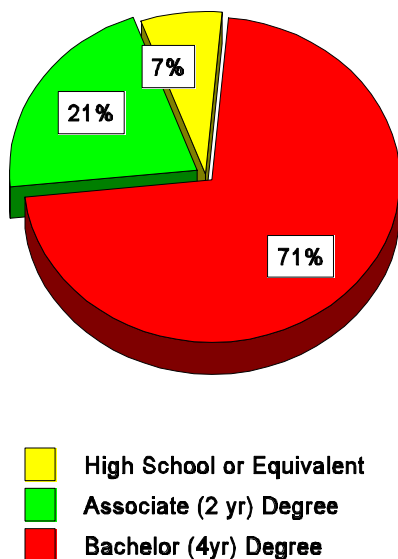
Hours: Almost all employers offer work on a full time basis averaging 38 hours per week. Few employers offer work on a part time basis averaging 22 hours per week. Few employers offer work on a temporary basis averaging 30 hours per week.

Wages: Some employees receive commission ranging from \$7.67 to \$25.89 per hour depending on their length of employment.

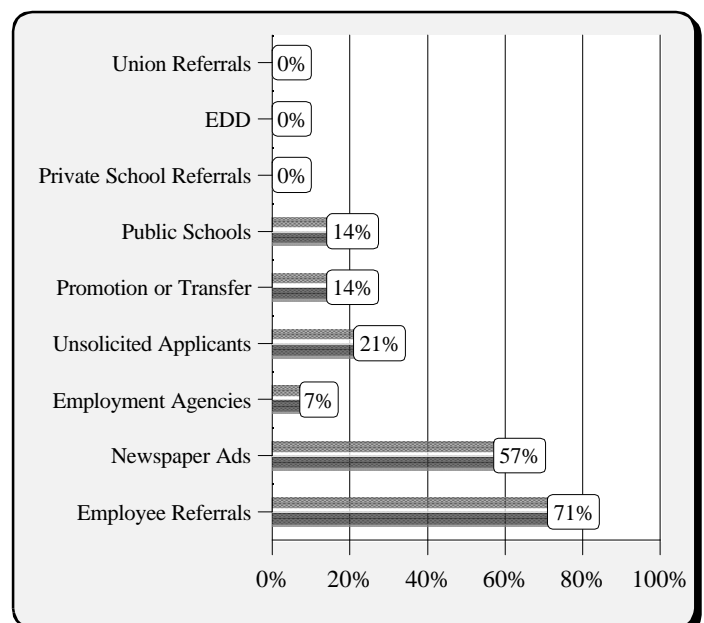
Almost all =80% or more, **Most**=60% to 79%, **Many**=40 to 59%, **Some**=20% to 39%, **Few**=less than 20%.

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code 142.051-014. CA Occupational Guide #189.

LAN/WAN NETWORK MANAGERS

MODIFIED DOT CODE 031.262-999

DESCRIPTION

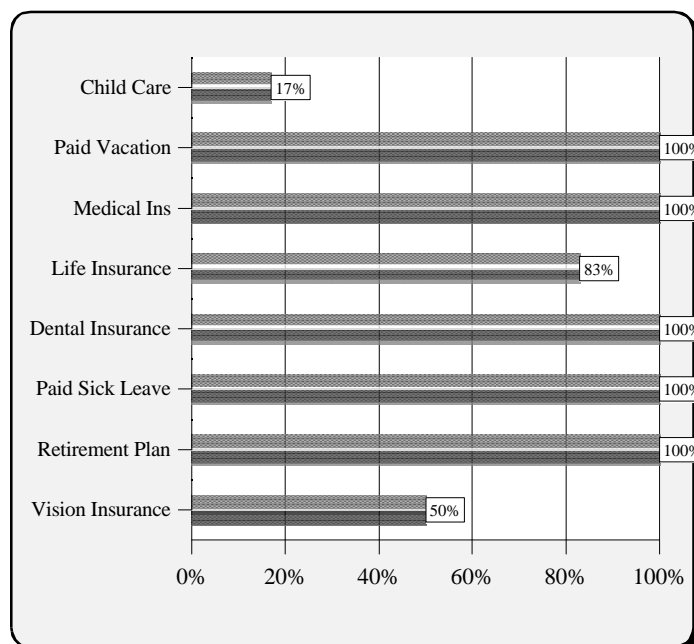
LAN/WAN Managers direct a firm's network and its related computing environment, including computer hardware, systems software, applications software, and all configurations. They make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They often manage a team consisting of analysts and technicians; however some managers of smaller companies may work independently or with just one technician. They monitor data communications networks to ensure that networks are available to all system users and resolve data communications problems. They may train staff to use equipment and coordinate installation of or install communications lines. They often plan and track projects, write proposals, and troubleshoot both operating system software and hardware.

SIZE OF OCCUPATION

Very Large - more than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$6.00	\$18.25	\$12.17
New Hire, Experienced	\$11.00	\$25.75	\$19.43
Experienced, 3 Yrs w/firm	\$14.50	\$31.50	\$20.87

QUALIFICATIONS

Technical: Ability to plan and organize training programs. Ability to use operating manuals. Ability to analyze data to solve problems. Ability to write effectively. Ability to operate video cameras. Ability to conduct training programs. Ability to troubleshoot. Ability to conduct cost analysis and propose recommendations. Ability to develop proposals. Ability to evaluate customer's system needs. Knowledge of microcomputer hardware and operating systems. Knowledge of software applications. Knowledge of lease line procedures for WANs. Understanding of local area networks (LAN). Understanding of wide area networks (WAN). Supervisory skills. Sales skills.

Personal: Ability to work independently. Ability to communicate with computer literate staff. Ability to communicate technical information to non-technical staff. Ability to coordinate multiple activities. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

LAN/WAN (Local/Wide Area) Network Managers

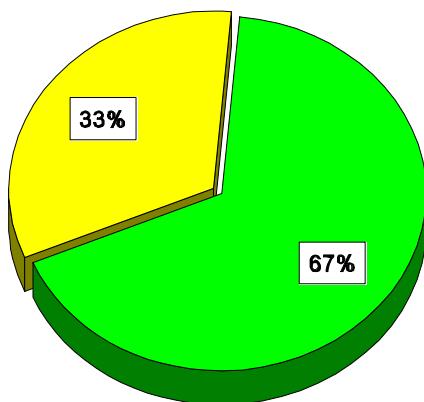
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	67%	0%
Usually	17%	33%
Sometimes	17%	67%
Never	0%	0%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



■ Some College, no Degree
■ Bachelor (4yr) Degree

EMPLOYMENT TRENDS

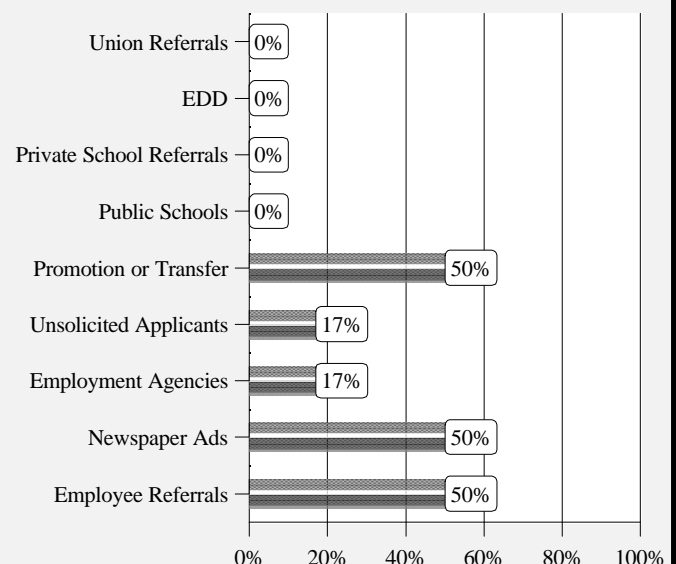
Much faster than average growth
(10.3% annually)

OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a temporary basis averaging 5 hours per week.

All=100%, **Almost all**=80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code 031.262-014, CA Occupational Guide #2001A.

MEDICAL ASSISTANTS

OES CODE 660050

DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handling instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

WAGES

Experience	Low	High	Median
New Hire, No Experience	\$6.50	\$9.00	\$7.50
New Hire, Experienced	\$7.00	\$14.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.50	\$15.00	\$10.88

SIZE OF OCCUPATION

Medium - 200 to 400 workers

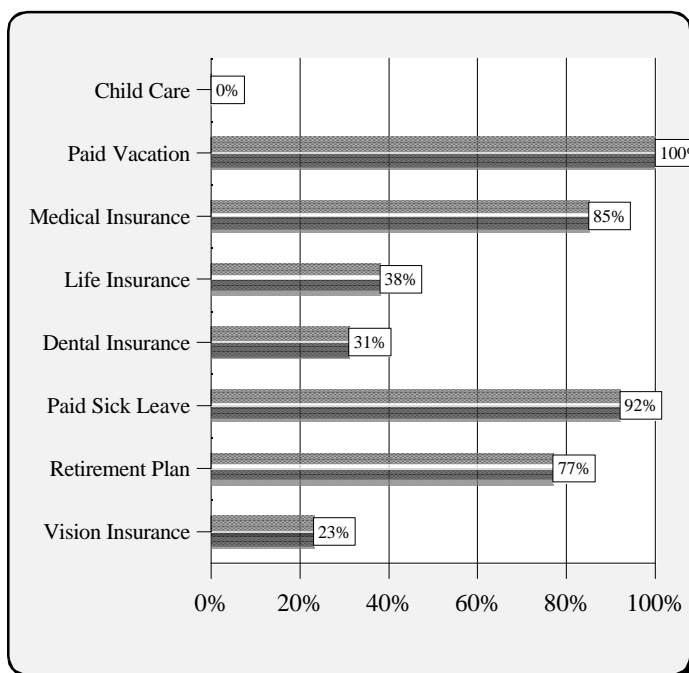
QUALIFICATIONS

Technical: Ability to complete and explain medical insurance forms. Ability to transcribe medical records and reports. Ability to administer an electro-cardiograph (EKG) test. Ability to administer injections. Ability to apply sterilization techniques. Ability to follow billing procedures. Ability to use word processing software. Ability to write effectively. Ability to type at least 45 wpm. Knowledge of medical terminology. Understanding of inventory techniques. Blood drawing skills. Telephone answering skills. Possession of Medical Assistant Certificate.

Personal: Ability to handle crisis situations. Ability to work independently. Willingness to work with close supervision.

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Medical Assistants

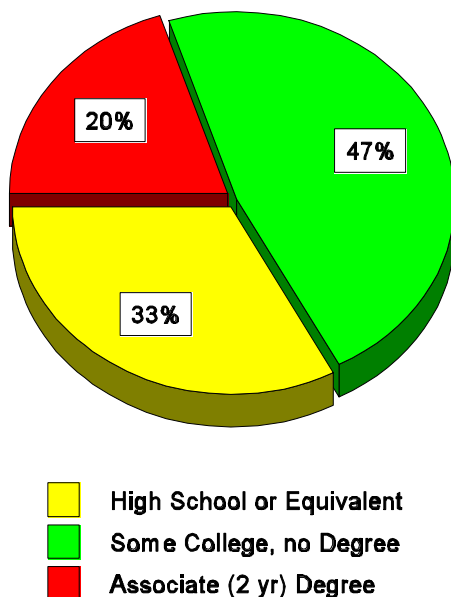
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	40%	13%
Usually	47%	20%
Sometimes	13%	53%
Never	0%	13%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

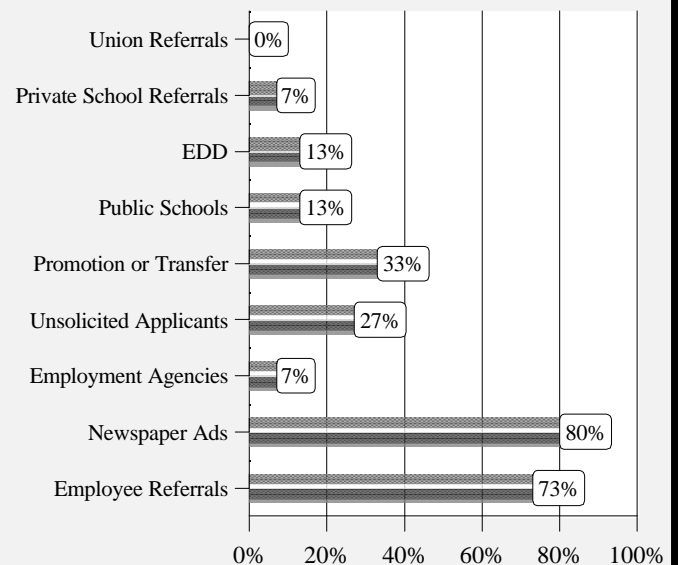
Slower than average growth
(2.6% annually)

OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 38 hours per week. Some employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a temporary basis averaging 19 hours per week.

All=100%, **Almost all**=80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code 079.362-010, CA Occupational Guide #513.

NURSERY WORKERS

OES CODE 790050

DESCRIPTION

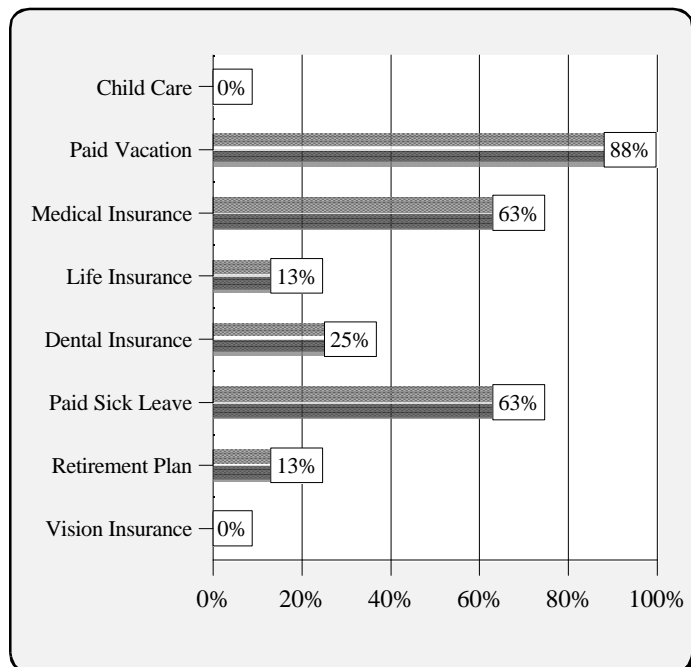
Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Does not include workers whose primary duties involve sales or cashiering.

SIZE OF OCCUPATION

Small - less than 200 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.00	\$7.50	\$5.20
New Hire, Experienced	\$5.50	\$9.00	\$6.50
Experienced, 3 Yrs w/firm	\$6.50	\$12.50	\$7.75

QUALIFICATIONS

Technical: Ability to apply sales techniques. Knowledge of horticulture. Knowledge of gardening tools. Knowledge of pesticides and herbicides. Pruning skills. Possession of a valid driver's license.

Physical: Ability to lift at least 100 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Nursery Workers

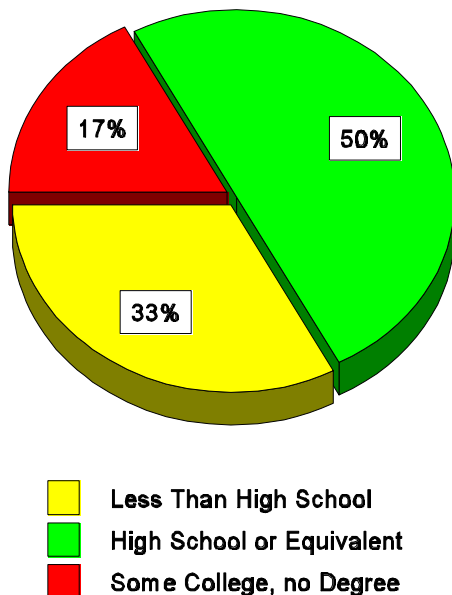
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	0%	17%
Usually	33%	50%
Sometimes	42%	33%
Never	25%	0%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

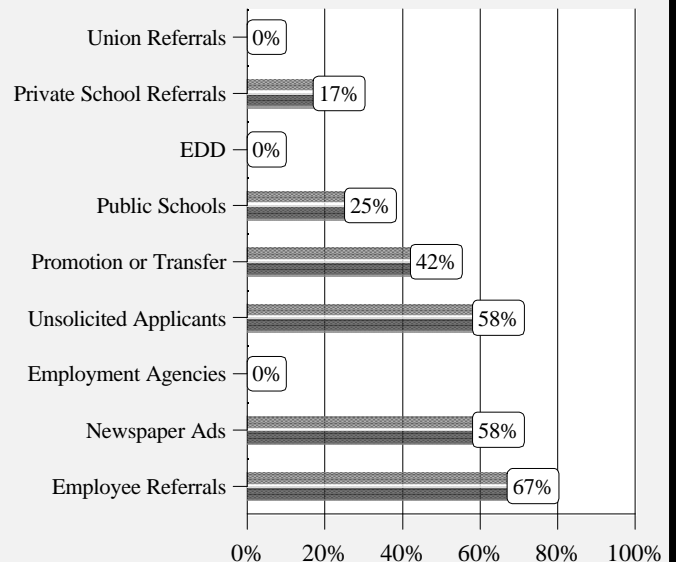
Much Faster than average growth
(5.4% annually)

OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 43 hours per week. Some employers offer work on a part time basis averaging 22 hours per week. Few employers offer work on a temporary basis averaging 19 hours per week. Some employers offer work on a seasonal basis averaging 35 hours per week.

All=100%, **Almost all**=80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code 405.687-014, CA Occupational Guide #520.

OPTOMETRIC ASSISTANT

MODIFIED DOT CODE 079.364-999

DESCRIPTION

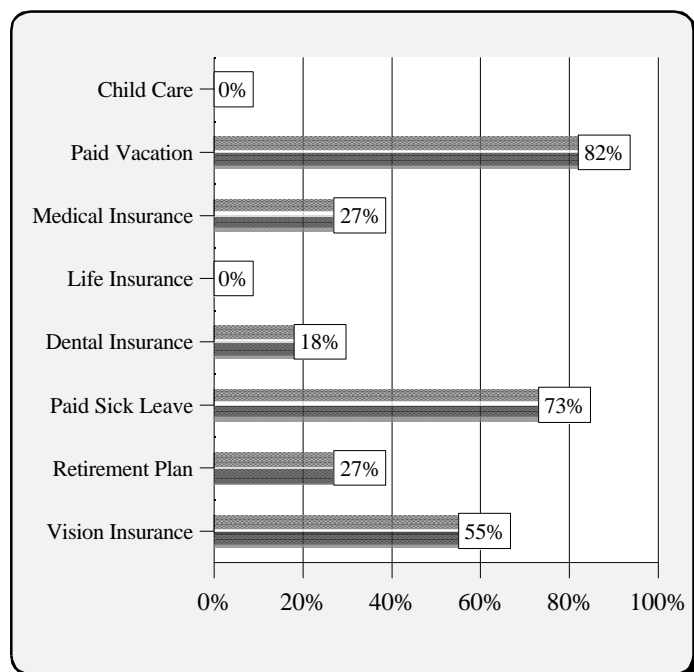
Optometric Assistants maintain records, schedule appointments, perform bookkeeping, correspondence and filing, and obtain and record patient's preliminary case histories. They prepare patients for vision examination and assist with examination, and work with patients in vision therapy. They may assist patients with frame selection.

SIZE OF OCCUPATION

Medium - 200 to 400 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.00	\$10.00	\$7.00
New Hire, Experienced	\$6.50	\$10.50	\$8.28
Experienced, 3 Yrs w/firm	\$8.00	\$15.00	\$10.00

QUALIFICATIONS

Technical: Ability to use a computer terminal. Knowledge of billing procedures. Knowledge of bookkeeping procedures. Knowledge of ocular anatomy. Knowledge of optometric instruments. Record keeping skills. Telephone answering skills.

Personal: Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Optometric Assistant

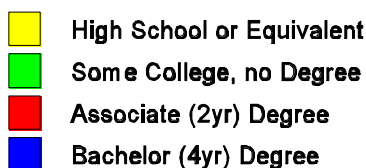
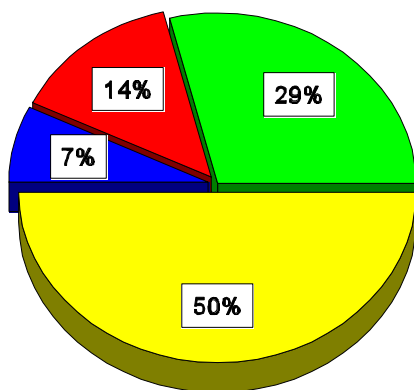
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	7%	0%
Usually	36%	29%
Sometimes	43%	71%
Never	14%	0%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

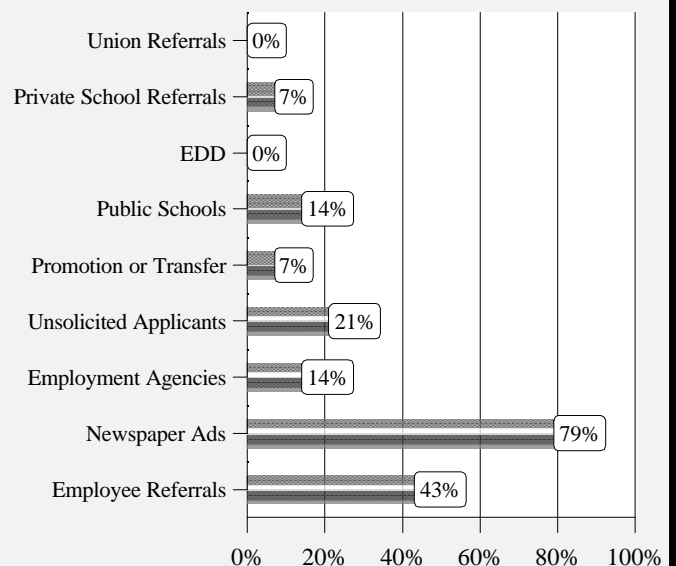
Average growth rate
(3.2% annually)

OTHER INFORMATION

Hours: Many employers offer full time work averaging 40 hours per week. Many employers offer part time work averaging 26 hours per week. Few employers offer temporary work averaging 15 hours per week..

All==100%, **Almost all** =80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code #079.364-014, CA Occupational Guide #470.

REGISTERED NURSES

OES CODE 325020

DESCRIPTION

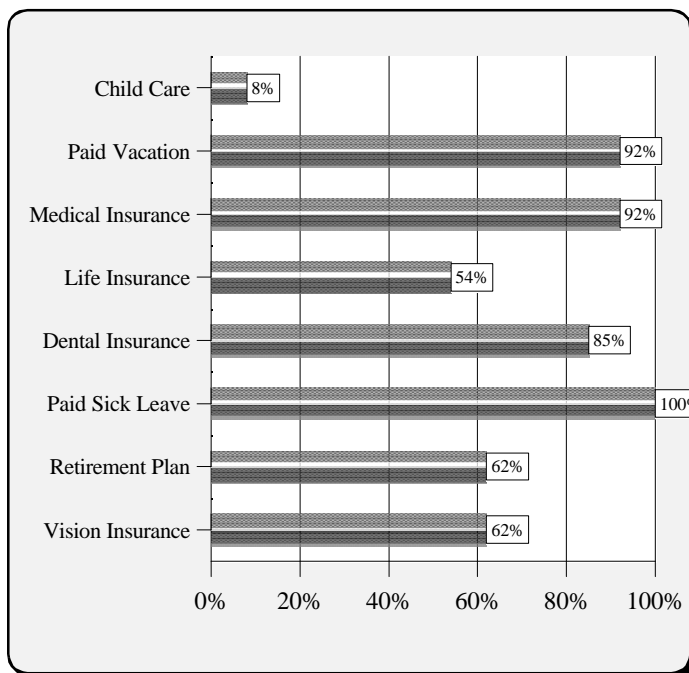
Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

SIZE OF OCCUPATION

Very Large - more than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

UNION AND NON-UNION

Experience	Low	High	Median
New Hire, No Experience	\$12.00	\$19.00	\$16.00
New Hire, Experienced	\$13.00	\$30.00	\$18.00
Experienced, 3 Yrs w/firm	\$15.00	\$30.00	\$20.30

QUALIFICATIONS

Technical: Ability to complete and explain insurance forms. Ability to plan and organize the work of others. Ability to provide personal services to patients. Ability to administer an electro-cardiograph (EKG) test. Ability to apply transferring techniques moving patients. Ability to write effectively. Intensive care treatment skills. Record keeping skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Registered Nurses

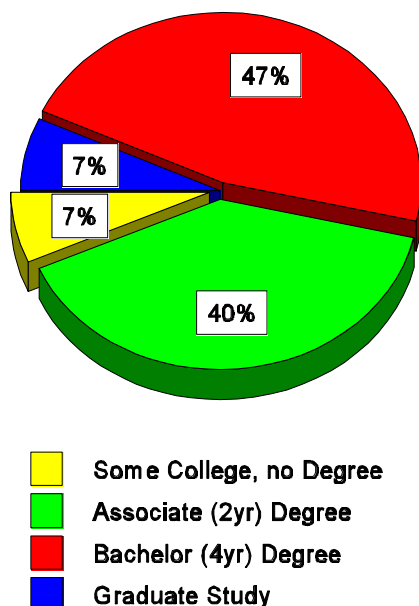
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	53%	0%
Usually	40%	20%
Sometimes	7%	47%
Never	0%	33%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

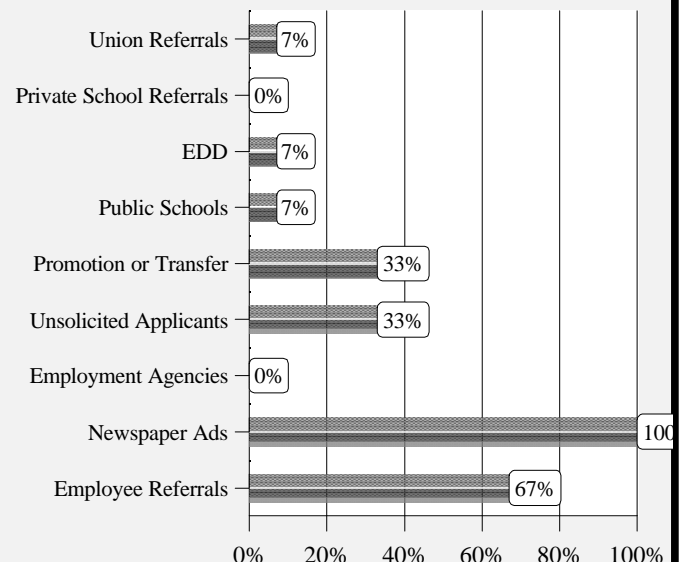
Slower than average growth
(2.0% annually)

OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 38 hours per week. Few employers offer work on a part time basis averaging 20 hours per week. Some employers offer work on a temporary basis averaging 15 hours per week. Few employers offer work on a seasonal basis averaging 31 hours per week.

All=100%, **Almost all**=80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code #079.374-014, CA Occupational Guide #29.

SECRETARIES, LEGAL

OES CODE 551020

DESCRIPTION

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

WAGES

Experience	Low	High	Median
New Hire, No Experience	\$6.00	\$13.00	\$8.00
New Hire, Experienced	\$7.50	\$15.00	\$10.00
Experienced, 3 Yrs w/firm	\$11.50	\$19.50	\$13.81

SIZE OF OCCUPATION

Small - less than 200 workers

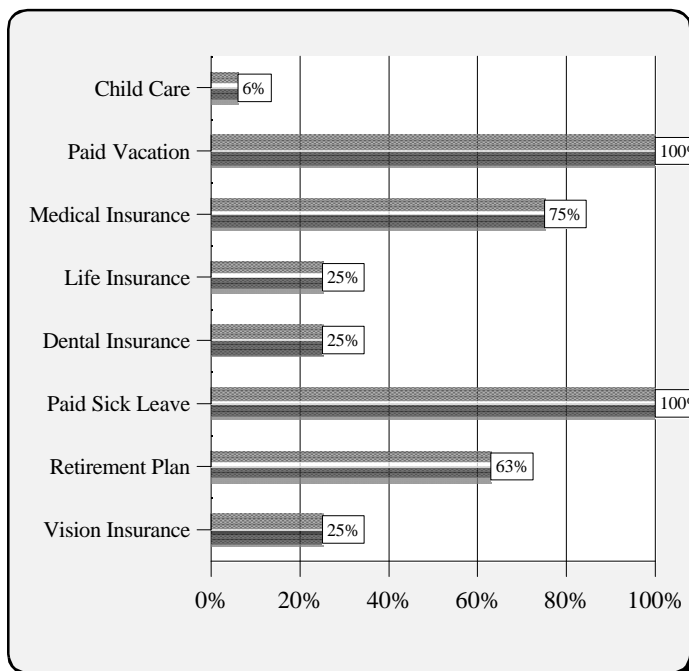
QUALIFICATIONS

Technical: Ability to follow law office methods and procedures. Ability to operate a transcribing machine. Ability to follow billing procedures. Ability to use spreadsheet software. Ability to use word processing software. Ability to write effectively. Ability to maintain an appointment calendar. Ability to take dictation at 100 wpm or more. Ability to type at least 60 wpm. Understanding of court proceedings. Understanding of legal terms. Record keeping skills. Alphabetic and numeric filing skills. Proofreading skills. Telephone answering skills.

Personal: Ability to work independently. Willingness to work with close supervision..

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Secretaries, Legal

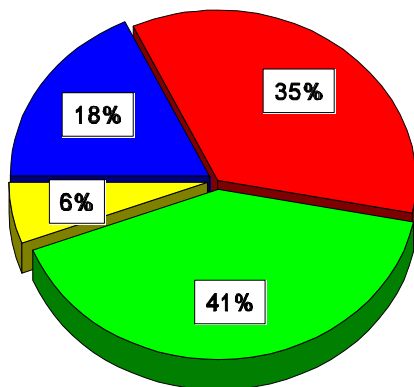
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	53%	0%
Usually	24%	12%
Sometimes	24%	82%
Never	0%	6%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



■ High School or Equivalent
■ Some College, no Degree
■ Associate (2yr) Degree
■ Bachelor (4yr) Degree

EMPLOYMENT TRENDS

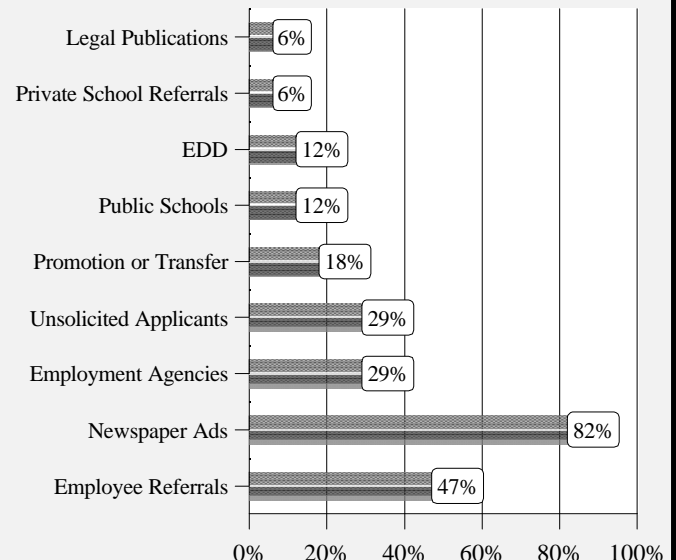
Faster than average growth
(4.8% annually)

OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 39 hours per week. Few employers offer work on a part time basis averaging 23 hours per week.

All=100%, **Almost all**=80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code 201.362-010, CA Occupational Guide #172.

TEACHERS-ELEMENTARY SCHOOL

OES CODE 313050

DESCRIPTION

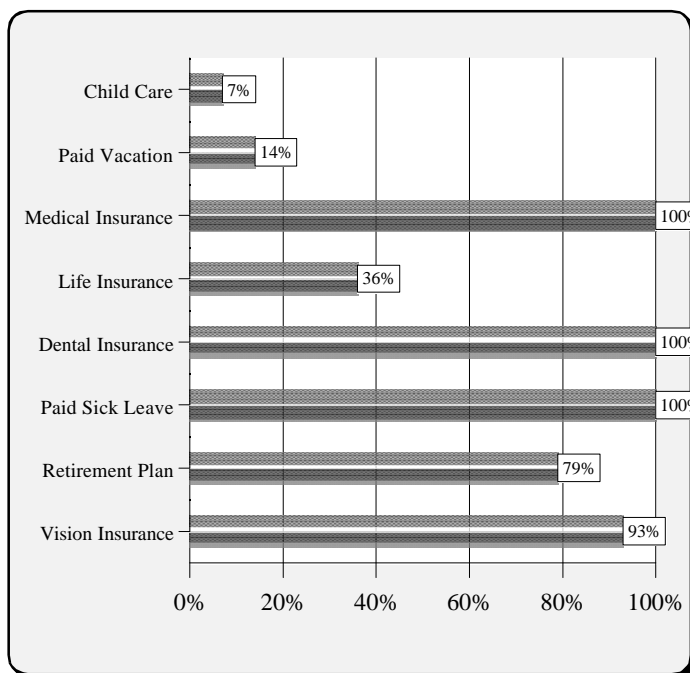
Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

SIZE OF OCCUPATION

Very Large - more than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



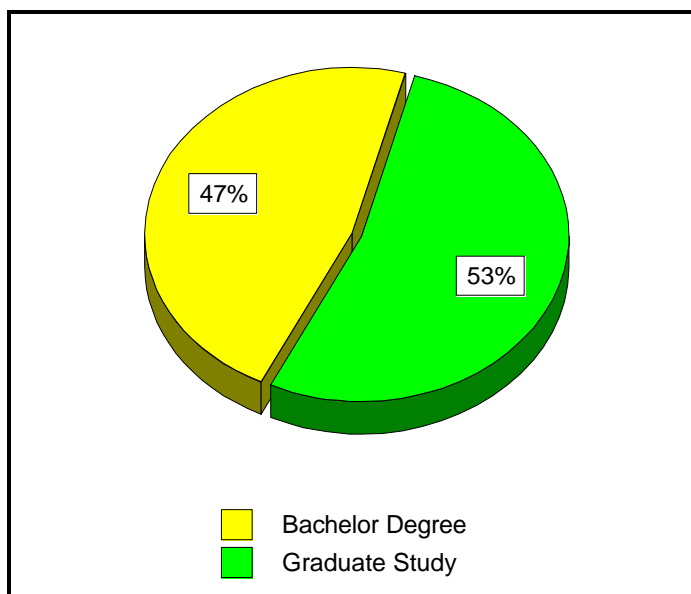
QUALIFICATIONS

Technical: Ability to administer emergency first aid. Ability to write effectively. Knowledge of algebra. Possession of a state teachers' certificate. Audiovisual teaching skills. Artistic skills. Musical skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Possession of a clean police record. Willingness to work with close supervision.

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Teacher - Elementary School

Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	7%	0%
Usually	27%	20%
Sometimes	33%	73%
Never	33%	7%

WAGES

Non - Union	Low	High	Median
New Hire, No Experience	\$9.00	\$14.50	\$11.77
New Hire, Experienced	\$7.00	\$17.25	\$9.11
Experienced, 3 Yrs w/firm	\$7.00	\$18.50	\$9.11

Union	Low	High	Median
New Hire, No Experience	\$11.23	\$17.93	\$13.08
New Hire, Experienced	\$11.75	\$22.38	\$15.76
Experienced, 3 Yrs w/firm	\$12.28	\$20.46	\$16.02

EMPLOYMENT TRENDS

Slower than average growth rate
(2.8% annually)

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

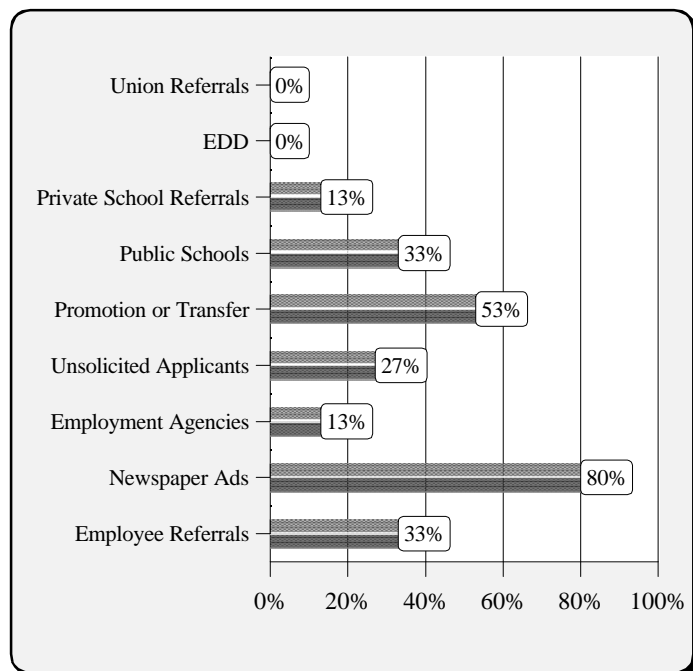
Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 37 hours per week. Few employers offer work on a part time basis averaging 18 hours per week. Few employers offer work on a temporary basis averaging 13 hours per week.

All=100%, **Almost all**=80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code #092.227-010, CA Occupational Guide #10.

TEACHERS-SECONDARY SCHOOL

OES CODE 313080

DESCRIPTION

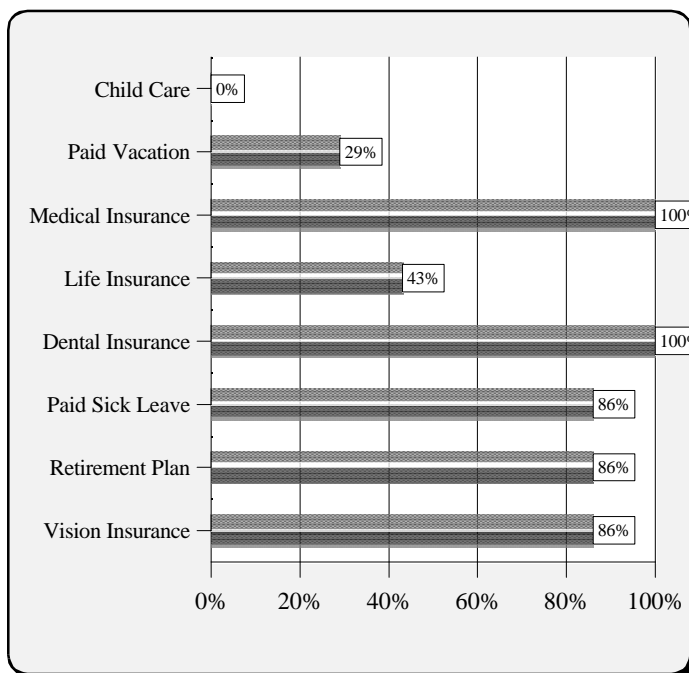
Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

SIZE OF OCCUPATION

Very Large - More than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

UNION AND NON-UNION

Experience	Low	High	Median
New Hire, No Experience	\$12.75	\$21.00	\$14.37
New Hire, Experienced	\$13.50	\$20.50	\$16.30
Experienced, 3 Yrs w/firm	\$15.50	\$24.25	\$15.82

QUALIFICATIONS

Technical: Ability to administer emergency first aid. Ability to perform advanced mathematical computations. Ability to write effectively. Possession of a state teachers' certificate. Audiovisual teaching skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Possession of a clean police record. Willingness to work with close supervision. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Teachers-Secondary School

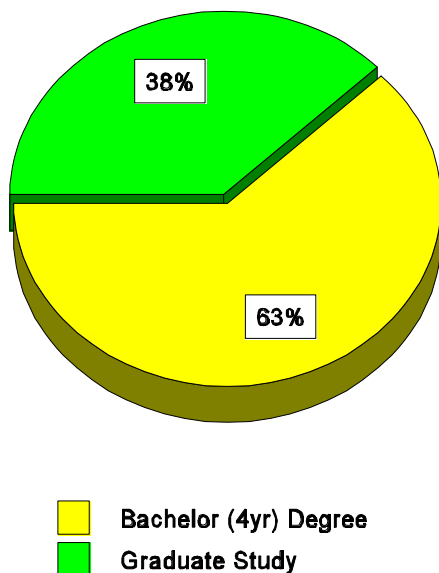
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	13%	38%
Usually	25%	13%
Sometimes	13%	50%
Never	50%	0%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

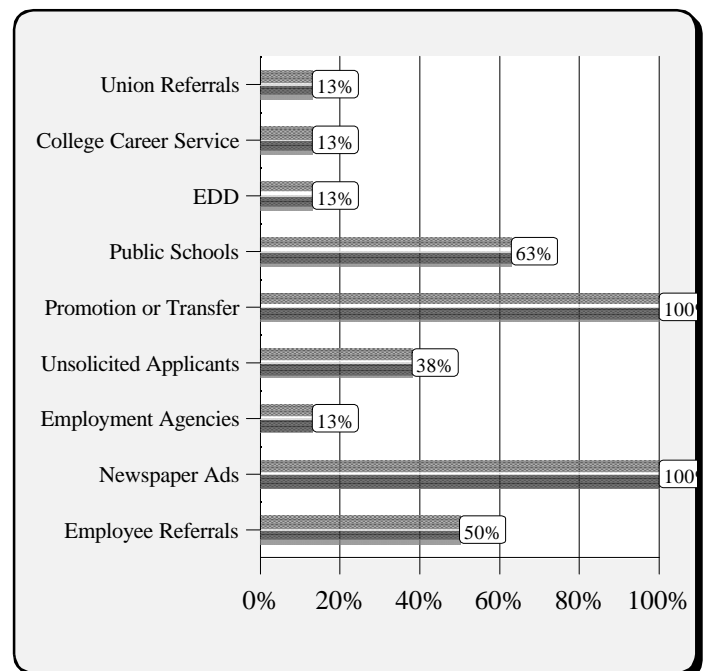
Faster than average growth
(3.9% annually)

OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 39 hours per week. Few employers offer work on a part time basis averaging 24 hours per week. Few employers offer work on a temporary basis averaging 26 hours per week.

All=100%, **Almost all** =80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code 091.227-010, CA Occupational Guide #57.

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES CODE 580280

DESCRIPTION

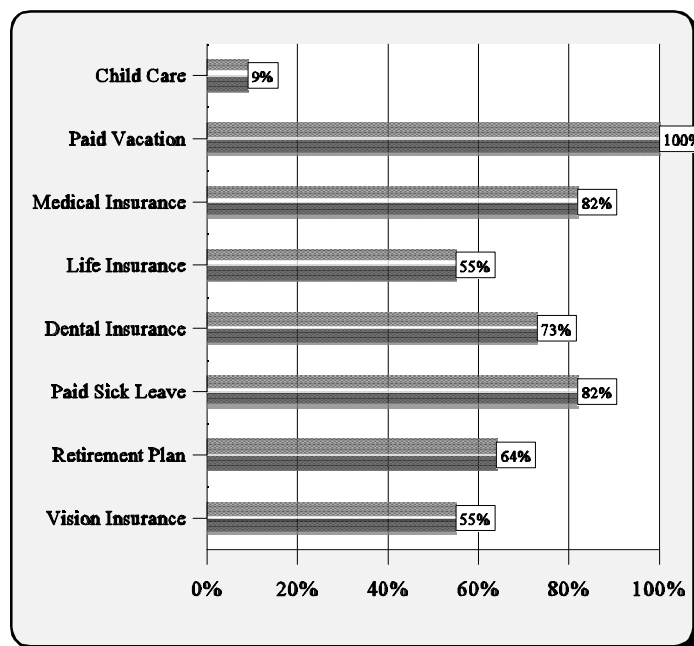
Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

SIZE OF OCCUPATION

Large - 401 to 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.00	\$11.00	\$6.50
New Hire, Experienced	\$5.00	\$16.25	\$7.50
Experienced, 3 Yrs w/firm	\$7.00	\$16.25	\$9.00

QUALIFICATIONS

Technical: Ability to operate a fork lift. Ability to plan and organize the work of others. Ability to use the US & private parcel post service. Ability to write effectively. Ability to type at least 30 wpm. Understanding of inventory techniques. Possession of a valid driver's license. Record keeping skills.

Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 60 lbs.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Traffic, Shipping, & Receiving Clerks

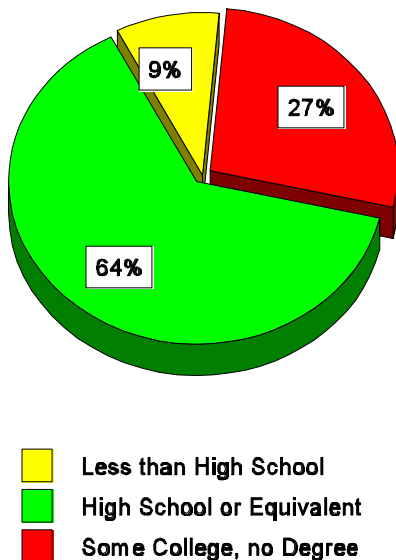
Surveyed - Summer 1997

TRAINING & EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	18%	9%
Usually	9%	36%
Sometimes	27%	36%
Never	45%	18%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

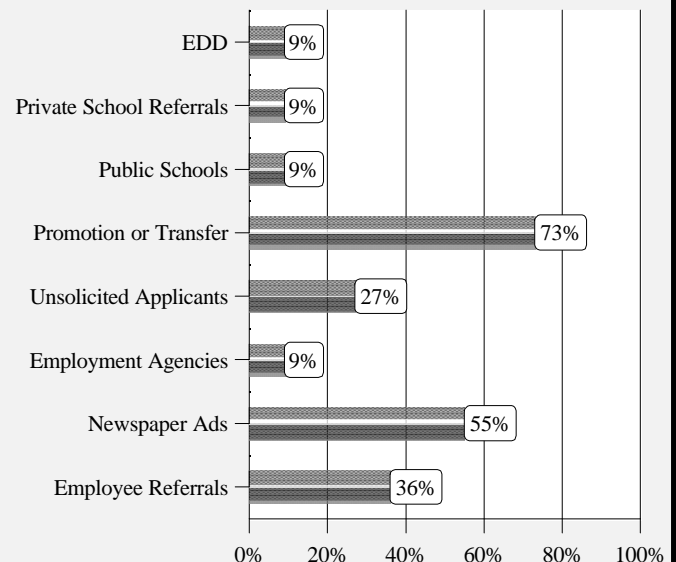
Slower than average growth
(2.2% annually)

OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 17 hours per week. Few employers offer work on a temporary basis averaging 20 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All=100%, **Almost all**=80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code 222.387-050, CA Occupational Guide #63.

WELDERS AND CUTTERS

OES CODE 939140

DESCRIPTION

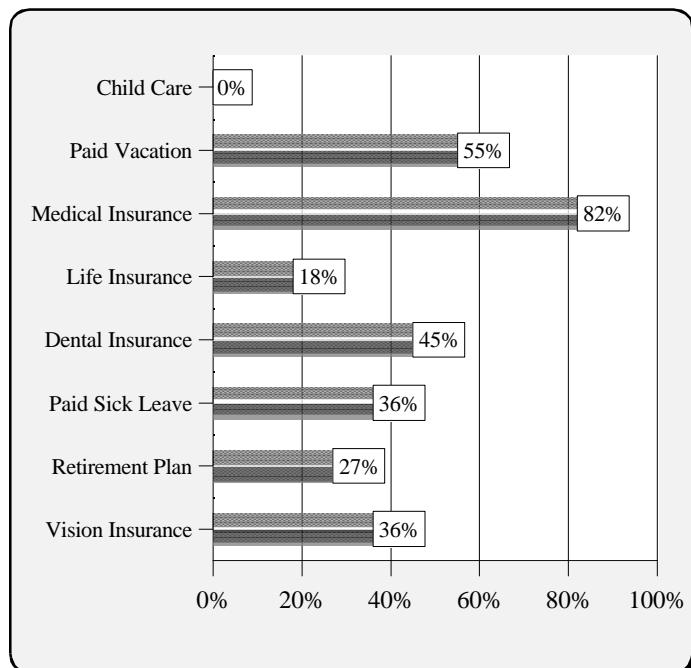
Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

SIZE OF OCCUPATION

Small - less than 200 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

UNION AND NON-UNION

Experience	Low	High	Median
New Hire, No Experience	\$5.50	\$12.75	\$7.00
New Hire, Experienced	\$7.50	\$15.00	\$10.00
Experienced, 3 Yrs w/firm	\$9.00	\$16.50	\$14.50

Unions tend to pay at top end of wage range

QUALIFICATIONS

Technical: Ability to operate inspection equipment. Ability to read blueprints. Ability to read working drawings. Ability to use precision tools. Ability to pass a work performance test. Arc welding skills. Gas welding skills. Certified structural welder. Certified pressure vessel and pipe welder.

Physical: Ability to work in awkward positions. Ability to work from ladders and scaffolds. Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Possession of mechanical aptitude. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Welders and Cutters

Surveyed - Summer 1997

TRAINING & EXPERIENCE

EMPLOYMENT TRENDS

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	43%	0%
Usually	43%	21%
Sometimes	14%	71%
Never	0%	7%

Faster than average growth
(3.9% annually)

OTHER INFORMATION

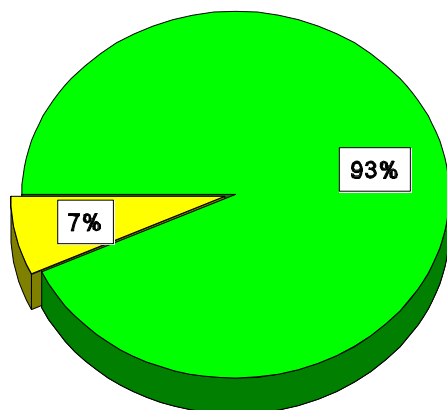
Hours: Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

EDUCATION

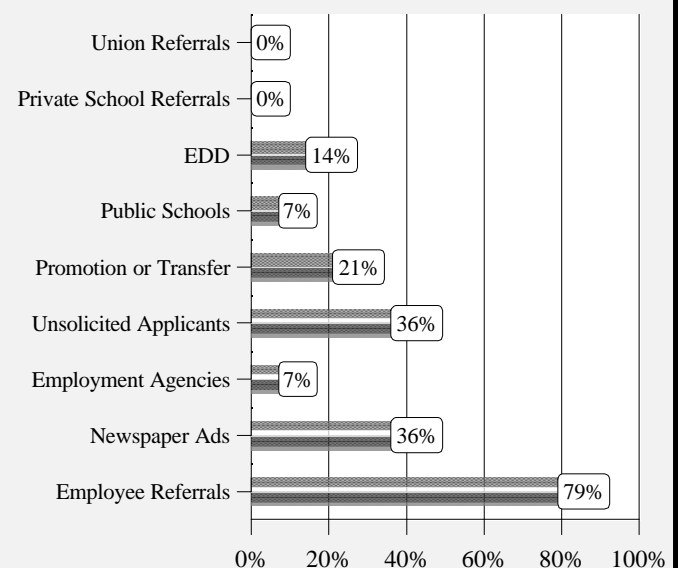
All=100%, **Almost all**=80% to 99%, **Most**=60% to 79%, **Many**=40% to 59%, **Some**=20% to 39%, **Few**=less than 20%.

Surveyed employers reported the following educational levels for recent hires:

Hiring Methods: Surveyed employers reported the following methods of recruitment:



■ Less than High School
■ High School or Equivalent



Other Related Information Sources: DOT Code 819.384-010, CA Occupational Guide #84.

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

Cosumnes River College

Lake Tahoe Community College

Sierra College, Nevada County Campus

Sierra College, Placer County Campus

COSUMNES RIVER COLLEGE
EL DORADO CENTER

El Dorado County

6699 Campus Drive
Placerville, CA 95667
(530) 642-5644
Fax (530) 642-5652

Services Available

Career Counseling
Career/Vocational Assessment
Financial Aid/Assistance
Access to Public Transportation

COSUMNES RIVER COLLEGE

Accounting

Occupation(s): Accounting Clerks, Bookkeepers, Payroll Clerks or entry-level Accountants, Auditor I, Tax Preparer.

Length: 2-3 years

Cost: \$13.00/unit

Other Fees: Books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: yes

Received upon completion: Associate degree

Administrative Assistant/Office

Occupation(s): Data Entry Clerk, Office Assistant, Clerk

Length: 2-3 years

Cost: \$13.00/unit

Other Fees: books

Entrance Requirements: 18 years or older.

Open-entry/Open-exit: yes

Received upon completion: Associate degree-Business or Certificates: Administrative Assistant, Office Assistant-Data Entry, Office Assistant-Information Processing.

Administration of Justice

Occupation(s): Police Officer, Deputy Sheriff, Corrections Officer, Parole Officer, Probation Officer, State Police, State Dept. of Justice, Federal Dept. of Justice.

Length: 2-3 years

Cost: \$13.00/unit

Other Fees: Books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: yes

Received upon completion: Certificate: Administration of Justice, Correctional Science or Associate degree.

Art

Occupation(s): Painter, Sculptor, Ceramist, Art Instructor, Computer Publishing Specialist, Commercial Designer, Display Design Painter, Gallery Director, Graphic Artist.

Length: 2-3 years

Cost: \$13.0/unit.

Other Fees: Books.

Entrance Requirements: 18 years or older

Open-entry/Open exit: yes

Received upon completion: Associate degree.

COSUMNES RIVER COLLEGE

Business

Occupation(s): Account Executive, Analyst, Bank Employee, Buyer, Financial Planner, Government Service, Insurance Representative.

Length: 2-3 years

Cost: \$13.00/unit

Other Fees: Books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: yes

Received upon completion: Associate degree or Certificate.

Communications Media

Occupation(s): Public Information Officer, Community Relations Specialist, Media Consultant, Public Relations Firm Representative, News Broadcaster, Sports caster

Length: 2-3 years

Cost: \$13.00 /unit

Other Fees: Books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: yes

Received upon completion: Associate degree.

Computer Information Science

Occupation(s): Computer Operator, Applications Software Specialist, Systems Analyst, Programmer, Data Entry.

Length: 2-3 years

Cost: \$13.00/unit

Other Fees: Books

Entrance Requirements: 18 years or older.

Open-entry/Open-exit: yes

Received upon completion: Certificate, CIS or Associate degree.

Early Childhood Education

Occupation(s): Preschool Teacher, Day Care Provider, Public School Aide.

Length: 2-3 years

Cost: \$13.00/unit.

Other Fees: Books.

Entrance Requirements: 18 years or older.

Open-entry/Open exit: yes

Received upon completion: Certificates: ECE, Administrative I, ECE Administrative II, Elementary School Teacher Assistant, Family Day Care.

COSUMNES RIVER COLLEGE

Human Services

Occupation(s): Peer Support Group Facilitator, Youth Group Home Worker, Alcoholism Program Worker, Family, Welfare, and Health Agencies Worker.

Length: 2-3 years

Cost: \$13.00/unit

Other Fees: Books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: yes

Received upon completion: Associate degree, Certificates: Human Service, Teacher Assistant.

Journalism

Occupation(s): Careers in newspaper reporting, script writing.

Length: 2-3 years

Cost: \$13.00 /unit

Other Fees: Books

Entrance Requirements: 18 years or older.

Open-entry/Open-exit: yes

Received upon completion: Certificate or Associate degree.

LAKE TAHOE COMMUNITY COLLEGE

El Dorado County

One College Drive
So. Lake Tahoe, CA 96150-4524
(530) 541-4660 ext. 225
Fax (530) 541-7852

Services Available

Job Placement Assistance
Career Counseling
Career/Vocational Assessment
Financial Aid/Assistance
Access To Public Transportation

LAKE TAHOE COMMUNITY COLLEGE

Business

Occupation(s): Hotel-restaurant management, accounting, finance, management, small business ownership.

Length: 1 to 2 years

Cost: \$9.00/unit

Other Fees: Book/material fees

Entrance Requirements: Adults or high school graduates

Open-entry/Open-exit: no

Received upon completion: Certificate of completion or associate degree.

Business Office Admin.

Occupation(s): Office administration with concentration in administrative, office technology, and legal office.

Length: 1 to 2 years

Cost: \$9.00/unit

Other Fees: Book/material fees or deposits

Entrance Requirements: Adults or high school graduates

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Computer Studies

Occupation(s): Computer applications/entry-level programming.

Length: 1 to 2 years

Cost: \$9.00/unit

Other Fees: Book/material fees

Entrance Requirements: Adults or high school graduates

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Criminal Justice

Occupation(s): Security and law enforcement

Length: 1 to 2 years

Cost: \$9.00/unit

Other Fees: Book/material fees or deposits

Entrance Requirements: Adults or high school graduates

Open-entry/Open exit: no

Received upon completion: Certificate or Associate degree.

LAKE TAHOE COMMUNITY COLLEGE

Early Childhood Education

Occupation(s): Childcare aides and assistants in private day care, elementary schools, professional day care.

Length: 1 to 2 years

Cost: \$9.00/unit

Other Fees: Book/material fees

Entrance Requirements: Adults or high school graduates

Open-entry/Open-exit: no

Received upon completion: Certificate of completion or Associate degree.

Fire Science

Occupation(s): Fire control, fire department.

Length: 1 to 2 years

Cost: \$9.00/unit

Other Fees: book/material fees or deposits.

Entrance Requirements: adults or high school graduates

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Legal Assistant

Occupation(s): Employment as a legal assistant in law office.

Length: 1 year

Cost: \$9.00/unit

Other Fees: Book/material fees

Entrance Requirements: Adults or high school graduates

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Medical Office Assistant

Occupation(s): Medical office assistant with concentration in front office and back office.

Length: 1 to 2 years

Cost: \$9.00/unit

Other Fees: Book/material fees or deposits

Entrance Requirements: Adults or high school graduates

Open-entry/Open exit: no

Received upon completion: Certificate or Associate degree.

LAKE TAHOE COMMUNITY COLLEGE

Photography

Occupation(s): Entry level employment in commercial photography.

Length: 1 year

Cost: \$9.00/unit

Other Fees: Book/material fees

Entrance Requirements: Adults or high school graduates

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Real Estate

Occupation(s): Leads to licensing for agents and brokers.

Length: 1 to 2 years

Cost: \$9.00/unit

Other Fees: Book/material fees

Entrance Requirements: Adults or high school graduates

Open-entry/Open-exit: no

Received upon completion: Certificate of completion or associate degree.

SIERRA COLLEGE
Nevada County Campus

Nevada County

250 Sierra College Drive
Grass Valley, CA 95945
(530) 274-5300

Services Available

Career Counseling
Career/Vocational Assessment
Financial Aid/Assistance
Access to Public Transportation

SIERRA COLLEGE, Grass Valley

Accounting

Occupation(s): Accounting clerks, Bookkeepers, Payroll clerks or Entry-level accountants.

Length: 2 years

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree

Administration of Justice

Occupation(s): Corrections, probation and parole.

Length: 2 years.

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree.

Business Administration

Occupation(s): Entry level positions in business.

Length: 2 years

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree.

Communication Studies

Occupation(s): Introduction to such careers as Journalist, Broadcast Journalist, Graphic Designer, Reporter and Media Researcher.

Length: 12 to 24 months

Cost: \$13.00/unit.

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older.

Open-entry/Open exit: no

Received upon completion: Associate degree.

SIERRA COLLEGE, Grass Valley

Computer Integrated Electronics

Occupation(s): Entry level positions in space technology.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Computer Science

Occupation(s): Careers in computer science industry.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Drafting, Computer-Aided

Occupation(s): Entry level positions as Drafting Technician, Interior Designer, Kitchen/bath Designer, Architectural Illustrator.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Drafting Technology

Occupation(s): Entry level positions in drafting technology.

Length: 12 to 24 months

Cost: \$13.00/unit.

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Certificate or Associate degree.

SIERRA COLLEGE, Grass Valley

Early Childhood Development

Occupation(s): Assistant Teachers, or Teachers in private nursery schools in early childhood programs

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Fire Technology

Occupation(s): Prepares students for careers in the fire service.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Forestry

Occupation(s): Forest surveying, recreation, timber management, fire fighting, insect and disease control and general conservation.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books.

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Geology

Occupation(s): For those interested in pursuing a career in one of the many aspects of geology.

Length: 2 years

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Certificate or Associate degree.

SIERRA COLLEGE, Grass Valley

Journalism, Technical

Occupation(s): Careers in newspaper reporting and photography.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree.

Marketing

Occupation(s): Careers in merchandising, marketing research, advertising and sales.

Length: 12 to 24 months.

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Management

Occupation(s): Prepare students for entry level management positions.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Nursing, Registered

Occupation(s): Career as Registered Nurse caring for patients in a hospital, infirmary, or nursing home.

Length: 2 to 3 years

Cost: \$13.00/unit.

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Associate degree.

SIERRA COLLEGE, Grass Valley

Office Technology

Occupation(s): Provides vocational skills for careers as Executive Assistant, Medical Office Administrator or Medical Transcription.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Photography

Occupation(s): Entry level positions as photographer's assistant in advertising, journalism, professional and commercial.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

SIERRA COLLEGE

Placer County

5000 Rocklin Road
Rocklin, CA 95677
(916) 624-3333

Services Available

Job Placement Assistance
Career/Vocational Assessment
Counseling Services
Financial Aid/Assistance
On-Site Child Care
Access to Public Transportation

SIERRA COLLEGE, Rocklin

Accounting

Occupation(s): Accounting Clerks, Bookkeepers, Payroll Clerks or Entry-level accountants.

Length: 2 years

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree.

Administration of Justice

Occupation(s): corrections, probation and parole.

Length: 2 years

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree.

Agriculture, General

Occupation(s): Entry level position in general agriculture.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Agriculture, Suburban

Occupation(s): Entry level position in suburban agriculture.

Length: 12 to 24 months

Cost: \$13.0/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older.

Open-entry/Open exit: no

Received upon completion: Certificate or Associate degree.

SIERRA COLLEGE, Rocklin

Animal Husbandry

Occupation(s): Entry level position in animal husbandry.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Apparel Design & Production

Occupation(s): Alterationist, Sewing room Supervisor, Production Cutter, Grader, Pattern maker, Assistant Designer, Piecegoods Buyer, and Custom Designer/Seamstress.

Length: 12 to 24 months

Cost: \$13.00 /unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Automotive Analysis

Occupation(s): Entry level positions in the various areas of automotive technology.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Business Administration

Occupation(s): Entry level positions in business.

Length: 2 years

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Associate degree.

SIERRA COLLEGE, Rocklin

Communication Studies

Occupation(s): Introduction to such careers as Journalist, Broadcast Journalist, Graphic Designer, Reporter and Media Researcher.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree.

Computer Integrated Electronics

Occupation(s): Entry level positions in space technology.

Length: 12 to 24 months

Cost: \$13.00 /unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Computer Science

Occupation(s): Careers in computer science industry.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Construction Technology

Occupation(s): Specific trades include, Contractors, Remodelers, Cabinet makers, Building inspectors, and Carpenters.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Associate degree or Certificate.

SIERRA COLLEGE, Rocklin

Drafting, Computer-Aided

Occupation(s): Entry level positions as Drafting Technician, Interior Designer, Kitchen/Bath Designer, Architectural Illustrator.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Drafting Technology

Occupation(s): Entry level positions in drafting technology.

Length: 12 to 24 months

Cost: \$13.00 /unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Early Childhood Development

Occupation(s): Assistant Teachers, or Teachers in private nursery schools in early childhood programs.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Engineering

Occupation(s): Meets lower division requirements for transfer for career in chemical, civil, electrical engineering.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Associate degree or Certificate.

SIERRA COLLEGE, Rocklin

Equine Studies

Occupation(s): Breeding and raising horses.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Fashion Merchandising

Occupation(s): Fabric & Fashion salesperson, Inventory Clerk, Manufacturer's Showroom Representative, Sales Trainee, Display person.

Length: 12 to 24 months

Cost: \$13.00 /unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Fire Technology

Occupation(s): Prepares students for careers in the fire service.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Food Service

Occupation(s): Career working in food service establishments.

Length: 2 years

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Associate degree or Certificate.

SIERRA COLLEGE, Rocklin

Forestry

Occupation(s): Forest surveying, recreation, timber management, fire fighting, insect and disease control and general conservation.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Geology

Occupation(s): For those interested in pursuing a career in one of the many aspects of geology.

Length: 2 years

Cost: \$13.00 /unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree.

Health Sciences

Occupation(s): Designed to prepare the student for employment at the "basic skills" level in a variety of health occupations.

Length: 12 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate.

Horticulture, Environmental

Occupation(s): Careers in landscape construction and maintenance, golf course maintenance, retail and wholesale nurseries.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Associate degree or Certificate.

SIERRA COLLEGE, Rocklin

Human Environmental Sciences

Occupation(s): Home Management and Housing, Nutrition and Food, Life Management.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Industrial Technology, General

Occupation(s): Introduction to Automotive, Drafting, Electronics, Engineering, Metals, and Technical Mathematics technologies.

Length: 2 years

Cost: \$13.00 /unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree.

Journalism, Technical

Occupation(s): Careers in newspaper reporting and photography.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree.

Management

Occupation(s): Prepare students for entry level management positions.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Associate degree or Certificate.

SIERRA COLLEGE, Rocklin

Marketing

Occupation(s): Careers in merchandising, marketing research, advertising and sales.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Metals & Manufacturing Technology

Occupation(s): Careers as Sales Representatives or Manufacturing Technicians.

Length: 2 years

Cost: \$13.00 /unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Mining

Occupation(s): Careers as Laboratory Technicians in research facilities, analytical laboratories or metallurgical processing.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Nursing, Registered

Occupation(s): Career as Registered Nurse caring for patients in a hospital, infirmary, or nursing home.

Length: 2 to 3 years

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Associate degree.

SIERRA COLLEGE, Rocklin

Nursing, Vocational

Occupation(s): Nursing under the direction of a licensed physician or registered nurse.

Length: 3 semesters

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Associate degree or Certificate.

Office Technology

Occupation(s): Provides vocational skills for careers as Executive Assistant, Medical Office Administrator or Medical Transcriptionist.

Length: 12 to 24 months

Cost: \$13.00 /unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Photography

Occupation(s): Entry level positions as photographer's assistant in advertising, journalism, professional and commercial.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate or Associate degree.

Real Estate

Occupation(s): Careers as Real Estate Brokers, Real Estate salespersons, Real Estate Loan Brokers, and Property Managers.

Length: 2 years

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Associate degree or Certificate.

SIERRA COLLEGE, Rocklin

Teacher Aide

Occupation(s): Prepares students for positions as Teacher Aides, Instructional Aides, or Classroom Aides.

Length: 12 to 24 months

Cost: \$13.00/unit

Other Fees: \$7.50 health fee, \$ 5.00 student fee, books

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate.

REGIONAL OCCUPATIONAL PROGRAMS (ROP's)

Central Sierra ROP

49er ROP

CENTRAL SIERRA REGIONAL OCCUPATIONAL PROGRAM

El Dorado County

4675 Missouri Flat Road
Placerville, CA 95667
(916) 621-0123

Mailing Address

P.O. Box 1450
Diamond Springs, CA 95619

Administration

Director: Jim Hall

Program Operations Technician: Eleanor Jaynes

Services Available

Marketable Job Skills
20 Occupational Programs
Job Seeking & Retention Skills
Job Market Information

CENTRAL SIERRA R.O.P.

Animal Health

Occupation(s): Training in animal care areas: kennels, pet stores, animal shelters, stable assistance, and animal hospitals.

Length: 1 year

Cost: \$40.00

Other Fees: Books/material fees

Entrance Requirements: 16 years or older

Open-entry/Open-exit: yes

Received upon completion: Certificate of completion.

Automotive Services (Body)

Occupation(s): Collision repair & refinish, accessories & upholstery, auto detailing and painting.

Length: 1 year

Cost: \$30.00

Other Fees: Books/material fees

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Architect-CAD Drafting

Occupation(s): Entry level positions as Drafting Technician, Interior Designer, Kitchen/Bath Designer, Architectural Illustrator.

Length: 1 year

Cost: \$20.00

Other Fees: Books/material fees or deposits

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Automotive Services (Engine)

Occupation(s): Lubrication Technician, Apprentice Mechanic, Tune-up Technician, Diagnostic Technician.

Length: 1 year

Cost: \$20.00 to \$30.00.

Other Fees: Books/material fees or deposits

Entrance Requirements: 16 years or older

Open-entry/Open exit: no

Received upon completion: Certificate of completion.

CENTRAL SIERRA R.O.P.

Careers with Children

Occupation(s): Daycare Attendant, Pre-school Teacher, Headstart Aide, Home Daycare Aide, Special Education Teacher's Aide.

Length: 1 year

Cost: \$20.00

Other Fees: book/material fees

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Computer Studies: Secretarial/Account Clerk

Occupation(s): Word processor, Data Clerk, Account Clerk, Data Entry Operator, Computer Operator Trainee, Clerical/support staff.

Length: 8 weeks to 1 year

Cost: \$80.00

Other Fees: Book/material fees or deposits

Entrance Requirements: 16 years or older

Open-entry/Open-exit: yes

Received upon completion: Certificate of completion.

Cosmetology

Occupation(s): Cosmetologist, Cosmetician, Manicurist, Pedicurist.

Length: 8 weeks to 1 year

Cost: \$80.00

Other Fees: Book/material fees

Entrance Requirements: 16 years or older

Open-entry/Open-exit: yes

Received upon completion: Certificate of completion.

Dental Assistant

Occupation(s): Dental Assistant, Dental Office Manager trainee, Dental Receptionist, Dental Insurance Biller.

Length: 1 year.

Cost: \$25.00 adult registration per class.

Other Fees: Book/material fees or deposits

Entrance Requirements: 16 years or older

Open-entry/Open exit: no

Received upon completion: Certificate of completion.

CENTRAL SIERRA R.O.P.

Electronics

Occupation(s): Entry level Electronic Technician, Retail electronics sales, Entry level Computer Repair Trainee, Electronic Assembler.

Length: 1 year

Cost: \$20.00 adult registration fee

Other Fees: book/material fees

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Graphic Arts /Printing

Occupation(s): Graphic Designer, Desktop Publisher, Bindery worker, Typesetter.

Length: 1 year

Cost: \$20.00 adult registration fee

Other Fees: book/material fee or deposit

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Law Enforcement

Occupation(s): Corrections, probation, and parole.

Length: 1 year

Cost: \$20.00 adult registration fee

Other Fees: book/material fee

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Manicuring

Occupation(s): Manicurist.

Length: 8 weeks to 1 year

Cost: \$80.00 adult registration fee

Other Fees: book/material fee or deposit

Entrance Requirements: 16 years of age

Open-entry/Open-exit: yes

Received upon completion: Certificate of completion.

CENTRAL SIERRA R.O.P.

Medical Assisting

Occupation(s): Medical front office assistant, Medical back office assistant.

Length: 1 year

Cost: \$30.00 adult registration fee

Other Fees: book/material fees

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Metal Fabrication/Welding

Occupation(s): Entry level welding or Welder's apprentice and Metal fabricator.

Length: 1 year

Cost: \$30.00 adult registration fee

Other Fees: book/material fee or deposit

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Photography

Occupation(s): Entry level photographer's helper in advertising, and journalism.

Length: 1 year

Cost: \$20.00 adult registration fee

Other Fees: book/material fees

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Video Production

Occupation(s): Prepares students for careers in video production.

Length: 1 year

Cost: \$20.00 adult registration fee

Other Fees: book/material fee or deposit

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

CENTRAL SIERRA R.O.P.

Floricultural

Occupation(s): Florist

Length: 1 year

Cost: \$30.00 adult registration fee

Other Fees: books/material fee

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Computer Technician/Mini

Occupation(s): Basic entry level Computer Technician applications.

Length: 4 months

Cost: \$20.00 adult registration fee

Other Fees: books/material fee

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

49er
REGIONAL OCCUPATIONAL
PROGRAM

Nevada and Placer Counties

360 Nevada Street
Auburn, CA 95603
(530) 889-5949

Services Available

Job Placement Assistance
Career Counseling
Career/Vocational Assessment
Financial Aid/Assistance
Access to Public Transportation

49er R.O.P.

Animal and Veterinary Careers

Occupation(s): Veterinary Technician (unregistered), Stable Groom/Horse Farm employee, Veterinary Office Clerk.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration per class

Other Fees: Book/material fees

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Automotive Services

Occupation(s): Apprentice Mechanic, Tune up Technician, Diagnostic Technician Apprentice Mechanic, and Lubrication Technician.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration per class

Other Fees: book/material fees or deposits

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Auto Technologies

Occupation(s): Automotive Machinist Helper, Motorcycle shop/parts, Engine Specialist, Brake & Front End Specialist, Service Writer.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration per class

Other Fees: book/materials fees

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Business Careers

Occupation(s): General Office Clerk, Clerk typist, Receptionist, Secretary, Data Entry Clerk.

Length: 1 to 2 semesters.

Cost: \$50.00 adult registration per class

Other Fees: book/material fees or deposits

Entrance Requirements: 16 years or older

Open-entry/Open exit: no

Received upon completion: Certificate of completion.

Careers with Children

Occupation(s): Daycare Attendant, Pre-school Teacher, Head Start Aide, Home Daycare Aide, Special Education Teacher's Aide.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration per class

Other Fees: book/materials fees

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Computer Studies

Occupation(s): Word processor, Data Clerk, Account Clerk, Data entry Operator , Computer Operator Trainee, clerical/support staff.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration per class

Other Fees: book/materials fees or deposits

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Construction Technologies

Occupation(s): Drafting, surveying, carpentry, heavy equipment operation, plumbing, welding, masonry, building maintenance, cabinet making.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration per class

Other Fees: book/materials fees

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Cosmetology

Occupation(s): Cosmetologist, Cosmetician, Manicurist, Pedicurist.

Length: 1 to 2 semesters

Cost: \$75.00 adult registration per quarter

Other Fees: book/materials fees or deposits

Entrance Requirements: 16 years or older

Open-entry/Open exit: no

Received upon completion: Certificate of completion.

49er R.O.P.

Dental Careers

Occupation(s): Dental Assistant, Lab Technician, Dental Receptionist, Dental Insurance Biller, Dental Office Manager Trainee.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration fee

Other Fees: book/materials fees

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Electronics

Occupation(s): Entry level Electronic Technician, Retail Electronics Sales, Entry level Computer Repair Trainee, Electronic Assembler.

Length: 1 or 2 semesters

Cost: \$50.00 adult registration fee

Other Fees: book/materials fees or deposits

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Financial Services Careers

Occupation(s): Bank Teller, Bookkeeper, Insurance Clerk, Computer Operator.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration fee

Other Fees: book/materials fees

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Graphic Communications

Occupation(s): Graphic Designer, Desktop Publisher, Bindery worker, Typesetter.

Length: 1 or 2 semesters

Cost: \$50.00 adult registration fee

Other Fees: book/materials fees or deposits

Entrance Requirements: 16 years of age

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Health Careers

Occupation(s): Medical Records Clerk, Medical Laboratory Assistant, Dietary Aide, Monitor Technician, Unit Secretary, Physical Therapy Aide.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration per class

Other Fees: book/materials fees/immunization costs

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Integrated Media

Occupation(s): Video Sound Technician Assistant, Video retail sales, Videographer, Photo retail sales, Photographer, Darkroom Technician.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration per class

Other Fees: book/materials fees or deposits

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Marketing and Sales Careers

Occupation(s): Salesperson, Floral Trainee, Inventory Control Clerk, Interior Designer, Cashier, Courtesy Clerk, Business Manager.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration per class

Other Fees: book/materials fees

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Sports Medicine Careers

Occupation(s): Physical therapy clinics, amateur sports clubs, fitness centers.

Length: 1 to 2 semesters

Cost: \$50.00 adult registration per class

Other Fees: book/materials fees or deposits

Entrance Requirements: 16 years or older

Open-entry/Open exit: no

Received upon completion: Certificate of completion.

49er R.O.P. Truckee High School

Video Production

Occupation(s): Video production, video camera positions, video editing.

Length: 1 to 2 semesters

Cost: \$100.00

Other Fees: Book/material fees

Entrance Requirements: 16 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Truckee High School
11725 Donner Pass Road
Truckee, Ca 96161
(530) 582-1194

ADULT EDUCATION

Nevada Union Adult Education

Placer School for Adults

Roseville Adult School

NEVADA UNION ADULT EDUCATION

Nevada County

340 Buena Vista
Grass Valley, CA 95945
(530) 272-2643
FAX (530) 272-3422

Services Available

Access to Public Transportation

NEVADA UNION ADULT EDUCATION

Computers

Occupation(s): Entry level computer skills required by most employers.

Length: Two- 9 week sections

Cost: Approximately \$110.00

Other Fees: Book/material fees

Entrance Requirements: Keyboard knowledge and in some classes a prior beginning computer class.

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Computer Aided Drafting

Occupation(s): Machine drafting

Length: 16 weeks

Cost: \$50.00 to \$75.00

Other Fees: book/material fees or deposits

Entrance Requirements: keyboard knowledge

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Emergency Medical Technician

Occupation(s): Paramedic

Length: 3 1/2 months

Cost: \$100.00

Other Fees: book/material fees

Entrance Requirements: no prerequisites

Open-entry/Open-exit: no

Received upon completion: State certificate.

Excel

Occupation(s): Entry level computer skills in accounting on the computer.

Length: Two- 12 hour sections

Cost: \$40.00 to \$50.00

Other Fees: book/material fees or deposits

Entrance Requirements: keyboard knowledge

Open-entry/Open exit: no

Received upon completion: Certificate of completion.

NEVADA UNION ADULT EDUCATION

Furniture/Cabinet Making

Occupation(s): Furniture and Cabinet Maker

Length: 16 to 32 weeks

Cost: \$120.00

Other Fees: Book/material fees

Entrance Requirements: no prerequisites

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Welding

Occupation(s): Welding/repair mechanics

Length: 16 to 32 weeks

Cost: \$60.00 to \$100.00

Other Fees: book/material fees

Entrance Requirements: no prerequisites

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

PLACER SCHOOL FOR ADULTS

Placer County

390 Finley Street
Auburn, CA 95603
(530) 885-8585
Fax (530) 823-1406

Services Available

Job Placement Assistance
Career Counseling
Counseling Services for GED
Financial Aid/Assistance
Access to Public Transportation

PLACER SCHOOL FOR ADULTS

Accounting I

Occupation(s): Bookkeeper, entry level accounting.

Length: 3 months

Cost: \$5.00 registration fee

Other Fees: \$55.00 materials

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate

Automated Accounting/ Quickbooks

Occupation(s): Bookkeeping, entry level accounting.

Length: 3 months

Cost: \$5.00 registration fee.

Other Fees: \$20.00 materials fees

Entrance Requirements: 18 years or older, completion of Accounting I or instructor approval required.

Open-entry/Open-exit: no

Received upon completion: Certificate

Operating Systems

Occupation(s): Entry level business opportunities

Length: each of 7 computer classes, 5 weeks

Cost: \$75.00 per class

Other Fees: none

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate

Software Packages/Desktop

Occupation(s): Entry level positions in newspapers, publishing companies.

Length: each of 5 classes, 5 weeks

Cost: \$75.00 per class

Other Fees: none

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Certificate

PLACER SCHOOL FOR ADULTS

Business Applications

Occupation(s): Entry level business opportunities.

Length: Each of 8 classes, 5 weeks

Cost: \$75.00 per class

Other Fees: none

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate

Special Interest

Occupation(s): Internet and presentation graphics for business.

Length: Each of 4 classes, 5 weeks

Cost: \$75.00 per class

Other Fees: none

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate

Hazardous Waste

Occupation(s): For anyone involved in the handling, transporting and storage of hazardous waste.

Length: 40 hour training

Cost: \$80.00

Other Fees: \$25.00 materials

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate.

*Refresher course also available.

Understanding MSDS

Occupation(s): A review of material safety data sheet.

Length: 8 hours

Cost: \$40.00

Other Fees: \$10.00 materials

Entrance Requirements: 18 years or older

Open-entry/Open exit: no

Received upon completion: Certificate.

PLACER SCHOOL FOR ADULTS

Welding

Occupation(s): Welder, entry level positions

Length: 3 months

Cost: \$5.00 registration fee

Other Fees: Lab fee \$85.00

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate

Woodworking

Occupation(s): Entry level positions for woodworking shops

Length: 3 months

Cost: \$65.00

Other Fees: \$30.00 lab fee

Entrance Requirements: 18 years or older

Open-entry/Open-exit: no

Received upon completion: Certificate.

ROSEVILLE ADULT SCHOOL

Placer County

200 Branstetter Street
Roseville, CA 95678
(916) 782-3952
(916) 782-4361

Services Available

Job Placement
Career Counseling
Access to Public Transportation

ROSEVILLE ADULT SCHOOL

Accounting Clerk/Computerized

Occupation(s): Prepares student for entry level assistant accounting positions with concentration on computerized accounting. Includes courses in Accounting/Computerized Access and Excel.

Length: 1 year

Cost: \$200.00

Other Fees: Book/material fee

Entrance Requirements: Keyboard knowledge and in some classes a prior beginning accounting class.

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Administrative Clerk

Occupation(s): Prepares student for entry level assistant administrative positions. Includes Word Perfect or Word, Excel and Access.

Length: 1 year

Cost: \$200.00

Other Fees: book/material fee or deposit

Entrance Requirements: Keyboard knowledge

Open-entry/Open-exit: no

Received upon completion: Certificate

Cosmetologist/Esthetician

Occupation(s): Cosmetologist/Esthetician

Length: 1600 hours

Cost: \$75.00 per quarter

Other Fees: Book/material fee

Entrance Requirements: check with school

Open-entry/Open-exit: no

Received upon completion: Licensed cosmetologist after passing State Board.

Small Business Owner

Occupation(s): Helps prepare student for operating a business. Includes Quickbooks, Business writing and Communications, General Business, Office procedures.

Length: 54 hours

Cost: \$120.00

Other Fees: Book/material fees

Entrance Requirements: Keyboard knowledge.

Open-entry/ Open exit: no

Received upon completion: Certificate.

PRIVATE SCHOOLS

California College of Ayurveda

California Motel Training

California Paralegal College

Foothills Massage School

Healing Arts Institute

Jerry Lee Beauty College

Lake Tahoe Massage School

Phillips School of Massage

Sierra Family Services

CALIFORNIA COLLEGE OF AYRUVEDA

Clinical Ayurvedic Specialist

Occupation(s): Clinical Ayurvedic Specialist,
Ayurvedic Herbalist

Length: 2 years

Cost: \$2,925.00

Other Fees: Book/material fees

Entrance Requirements: High school
diploma

Open-entry/Open-exit: no

Received upon completion: Certificate of
completion.

CALIFORNIA MOTEL TRAINING

Hotel/Motel Management Training

Occupation(s): Hotel/Motel, APT, Storage, MHP Manager, LSG Agent, Front desk, Night Auditor.

Length: 5 weeks

Cost: \$2,925.00

Other Fees: none

Entrance Requirements: ATB exam, math test, interview.

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Addendum: Computer training is free to low-income individuals and eligible laid-off workers. (This course is funded by Golden Sierra Job Training Agency).

CALIFORNIA PARALEGAL COLLEGE

Paralegal, Legal Assistant

Occupation(s): Paralegal, Legal Assistant and general work in law offices and within many industries where paralegal expertise is required.

Length: 10 to 18 months

Cost: Approximately \$4715.00

Other Fees: Computer lab time

Entrance Requirements: High School diploma or GED, successful completion of PAR aptitude test, tour of school and personal interview with director.

Open-entry/Open-exit: yes

Received upon completion: Certificate of completion

Addendum: Comprehensive computer training in six legal programs and internship program also included in training program. Each student is evaluated individually and personal help is given by way of private tutor if needed.

Mailing address:

13809 Saddleback Road
Grass Valley, CA 95945

FOOTHILLS MASSAGE SCHOOL

Massage Therapy Training

Occupation(s): Certified Massage Therapist.

Length: 10 weeks

Cost: \$520.00

Other Fees: book/material fees

Entrance Requirements: 18 years/High School graduate

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

HEALING ARTS INSTITUTE

112 Douglas Boulevard

Roseville, CA 95678

(916) 782-1275

Fax (916) 783-4258

Massage Therapy Training

Occupation(s): Certified Massage Therapist.

Length:

Cost: \$950.00

Book/material fees

Entrance Requirements:

School graduate.

Open-entry/Open-exit:

Received upon completion: Diploma.

Acupressure Massage Training

Occupation(s): Acupressure Massage Therapist.

Length: 4 months

Cost: \$1075.00

Other Fees: Book/material fees or deposits

Entrance Requirements: 18 years/High School graduate.

Open-entry/Open-exit: no

Received upon completion: Diploma.

Services Available:

Access to Public Transportation

Payment Plans Available

JERRY LEE BEAUTY COLLEGE

Cosmetology

Occupation(s): Cosmetologist to work either in a salon or in the field of Cosmetology

Length: 10 months to 1 year

Cost: \$775.00

Other Fees: Book/material fees

Entrance Requirements: 16 years, High school diploma or GED and TABE, School entrance exam

Open-entry/Open-exit: yes

Received upon completion: Diploma

Manicuring

Occupation(s): Professional Nail Technician

Length: 10 weeks to 3 months

Cost: \$475.00

Other Fees: book/material fees

Entrance Requirements: 16 years, High school diploma, GED and TABE, school entrance exam

Open-entry/Open-exit: yes

Received upon completion: Diploma

LAKE TAHOE MASSAGE SCHOOL

Massage Practitioner Program

Occupation(s): Massage Therapist

Length: 12 Weeks

Cost: \$1,215.00

Other Fees: Book/Registration fees: \$65.00

Entrance Requirements: None

Open-entry/Open-exit: no

Received upon completion: Ability to obtain business license.

Sports Therapy and Deep Tissue

Occupation(s): Sports and Deep Tissue Massage Therapist

Length: 12 Weeks

Cost: \$875.00

Other Fees: Books/ \$16.50

Entrance Requirements: None

Open-entry/Open-exit: no

Received upon completion: Ability to obtain business license.

PHILLIPS SCHOOL OF MASSAGE

Massage Therapy, CMT

Occupation(s): Massage Therapy

Length: 6 weeks (200 hour program)

Cost: \$1300.00

Other Fees: none

Entrance Requirements: Ability to learn
massage therapy

Open-entry/Open-exit: no

Received upon completion: CMT certificate
of completion.

Addendum: A 500 hour certificate is also
available.

SIERRA FAMILY SERVICES

Office Skills & Computer Training

Occupation(s): Bookkeeper, Clerk, Computer Operator.

Length: 8 weeks (254 hours)

Cost: \$5,000.00

Other Fees: none

Entrance Requirements: Keyboard familiarity, aptitude to work with computers, motivation and availability for employment.

Open-entry/Open-exit: no

Received upon completion: Certificate of completion.

Addendum: Computer training is free to low-income individuals and eligible laid-off workers. (This course is funded by Golden Sierra Job Training Agency).

APPENDIX

DEFINITIONS AND TERMINOLOGY

Occupation

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles or Dictionary of Occupational Titles (DOT) titles. The occupations were selected for survey based on the needs of local users of occupational information.

Size of Occupation

This term is used to describe the size of a particular occupation as it relates to the estimated total number of workers in the Golden Sierra area (Alpine, El Dorado, Placer, Nevada, and Sierra Counties). Occupational size for this report is measured using the following scale:

Small	-	less than 200 workers
Medium	-	200 to 400
Large	-	401 to 868 workers
Very Large	-	more than 868 workers

Wages and Fringe Benefits

The wage data enable comparison of salaries across occupations expressed in salary ranges and median wage. The data are not intended to represent official prevailing wages. The ranges are based primarily on employer surveys and contacts with unions.

Data collection was conducted in the summer of 1997. The data reflects wages prior to the minimum wage increase of September 1, 1997.

Wage data reflect the following definitions:

New Hires, no experience	-	The wages of persons trained but with no paid experience in the occupation.
New Hires, experienced		The wage paid to journey-level or experienced persons just starting at the firm.
Experienced after three years with firm		The wages generally paid to persons with three years journey-level experience at the firm.

Benefits surveyed include: Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Sick Leave, Paid Vacation, Retirement Plan, Child Care and Other. When the "Other" category had a response, that benefit was included in the graph by replacing another benefit category having no responses.

Supply/Demand Assessment

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry-level and experienced positions in the occupation. The terms used to describe the supply/demand situation found in the area are currently defined as:

- | | |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Great Difficulty | - Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Job market is very good. |
| Some Difficulty | - Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Job market is good. |
| Little Difficulty | - Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking. Job market is competitive. |
| No Difficulty | - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Job market is very competitive. |

Training and Experience Required

This section presents the percentages of employers surveyed who require work experience as a pre-requisite for employment and accept training as a substitute for required experience.

Employment Trends

The following standard terms describe the expected growth rate for the six year period of 1993 through 2000. These terms are in relation to a projected increase of 23.1% (3.3% annually) for all occupations combined (Projections of Employment by Industry and Occupation, 1993-2000) for the Golden Sierra Area. Employment trends are subject to many unforeseen factors and it is important not to overemphasize growth in an occupation.

Much Faster Than Average	-	1.50 times average or more, 34.7% or greater
Faster Than Average	-	1.10 to but not including 1.50, 25.4% to 34.6%
Average	-	.90 to but not including 1.10 times average, 20.8% to 25.3%
Slower Than Average	-	0 to .90 times average, 0.1% to 20.7%
Remain Stable		Zero
Slow Decline	-	less than zero

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are numerous in occupations with relatively low training.

Qualifications

Skills for the occupations in this report are grouped into three categories: Technical, Physical and Personal. Information in this section was collected from the CCOIS Skills by Occupation Report.

Other Information

This section shows survey information regarding the hours worked, the hiring methods and additional wage information of the employers responding to the survey. Other sources of information include: CA Occupational Guide # from the January 1996 edition of the California Occupational Guide and DOT Code # from the Dictionary of Occupational Titles, Revised 4th Edition.

When reference is made to most, many, or some, the following guidelines apply:

All Employers	-	100%
Almost All Employers	-	80% up to but not including 100%
Most Employers	-	60% up to but not including 80%
Many Employers	-	40% up to but not including 60%
Some Employers	-	20% up to but not including 40%
Few Employers	-	Less than 20%

PROGRAM METHODS

Occupational Selection

The selection process used to select the occupations for the 1997 project was a multi-step process.

To narrow a list of potential occupations to be surveyed, Golden Sierra and the Labor Market Information Division of the State of California established criteria which an occupation had to meet:

- Training should be required for entry into the occupation.
- Occupations should provide needed occupational information for potential users.
- Occupations should be defined by the OES classification system and/or Dictionary of Occupational Titles. Exceptions may be approved by the Labor Market Information Division.

Using the above criteria, Golden Sierra staff was able to put together a preliminary list of occupations. This preliminary list was sent to community members who are potential users of labor market information. These individuals were asked to supply comments, and recommendations. Valuable input was received from the community members.

Using the local input from potential users in conjunction with the established guidelines, Golden Sierra staff selected the occupations for inclusion in the 1997 survey.

Definitions of Occupations

An occupation has a name or title and description of a job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The methods for classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system and the Dictionary of Occupational Titles (DOT) developed by the U. S. Department of Labor's Bureau of Labor Statistics (BLS). Labor market information users find these occupational data sources comprehensive and economically useful.

If a DOT code definition does not describe an occupation accurately, the DOT definition may be modified slightly to more closely represent the occupation. This new definition is considered to be a Modified DOT Code. The last three digits of a modified DOT code are always 999.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation.

An important consideration in determining the sample was to accurately represent both businesses and workers. To accomplish this, businesses are assigned to one or more of nine major industry groups (agriculture, retail sales, manufacturing, construction, etc.), through the Standard Industrial Classification (SIC) Codes. Assignments to the industrial groups are determined by examining the economic activity (products or services produced) in which the business is engaged. The businesses in the sample should reflect the incidence of workers within the industry group.

Employment Development Department staff of the Labor Market Information Division, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. Each occupation sample was assigned 40 active employers, however some occupations had less. This sample was carefully reviewed by Golden Sierra staff and employers were added and deleted as appropriate.

Questionnaire Development

Separate questionnaires were developed for each of the occupations. The Employment Development Department developed the framework of questions to be asked. Some questions were asked for all occupations. These questions were reviewed by the Golden Sierra staff.

Survey Procedures

Golden Sierra used the following survey procedures:

- Golden Sierra called the employers of a sample to ask if they would be willing to participate in this survey process.
- A cover letter introducing the survey, and a survey were then sent to each active employer in the sample. The letter explained the purpose and methods of the survey. The confidentiality of the information was clearly expressed to the employers.
- If an employer did not respond to the mailing, Golden Sierra staff would again contact them by phone to request their cooperation in this survey.
- If a sufficient number of responses (50%) could not be obtained in a reasonable time with the employers in the active sample, employers from the inactive list could be contacted or staff could use their own knowledge of local firms, yellow pages, or local Chambers of Commerce to add to the list.
- All surveys were reviewed by the Golden Sierra staff to monitor for accuracy and completeness. Employers were contacted if the answers to the survey questions were unclear or conflicted with other answers or information.
- To acquire additional information about the occupations, Golden Sierra contacted, training providers, and schools.

Tabulation and Results

The survey responses were entered into a data base and tabulations were prepared. During tabulation, numbers were rounded and therefore reported in some tables and graphs as slightly more or less than 100%. From those tabulations the data was analyzed and final occupational summaries were prepared by Golden Sierra staff. Each occupational summary provides information on training and hiring requirements, size of occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information. Specific employer information is and will remain confidential.

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